United Nations A/C.5/53/15

General Assembly

Distr.: General
12 October 1998

Original: English

Fifty-third session

Fifth Committee

Agenda item 137

Financing of the International Criminal Tribunal for the Prosecution of Persons Responsible for Genocide and Other Serious Violations of International Humanitarian Law Committed in the Territory of Rwanda and Rwandan Citizens Responsible for Genocide and Other Such Violations Committed in the Territory of Neighbouring States between 1 January and 31 December 1994

Financing of the International Criminal Tribunal for the Prosecution of Persons Responsible for Genocide and Other Serious Violations of International Humanitarian Law Committed in the Territory of Rwanda and Rwandan Citizens Responsible for Genocide and Other Such Violations Committed in the Territory of Neighbouring States between 1 January and 31 December 1994

Report of the Secretary-General

Summary

In accordance with General Assembly resolution 52/218 of 22 December 1997, the present report contains the 1999 resource requirements of the International Criminal Tribunal for the Prosecution of Persons Responsible for Genocide and Other Serious Violations of International Humanitarian Law Committed in the Territory of Rwanda and Rwandan Citizens Responsible for Genocide and Other Such Violations Committed in the Territory of Neighbouring States between 1 January and 31 December 1994.

The resources requested for the period from 1 January to 31 December 1999 amount to $73,081,300 net ($80,612,600 gross) and reflect an increase of $22,202,200 net over the 1998 appropriation and an additional 256 new posts compared to the authorized staffing level.

98-30327 (E) 131198

Contents

		Paragraphs	*Page*
I.	Overview	1–9	3
II.	Recent developments	10–19	10
III.	Programme of work and resource requirements	20–66	12
	A. The Chambers	20–30	12
	B. Office of the Prosecutor	31–46	15
	C. The Registry	47–66	22
IV.	Conclusion and recommendations	67–69	40
Annexes			
I.	Budgetary assumptions	1–4	42
II.	Voluntary contributions	1–5	43
III.	Response to the recommendations of the Advisory Committee on Administrative and Budgetary Questions contained in document A/52/697	1–8	46
IV.	Requests and justifications for new posts	1–154	48
V.	Status of implementation of the recommendations of the Office of Internal Oversight Services	1–24	71
VI.	Organizational structure and post distribution of the International Criminal Tribunal for Rwanda		74

I. Overview

1. The International Criminal Tribunal for Rwanda was established by Security Council resolution 955 (1994) of 8 November 1994 with the power, according to articles 2, 3 and 4 of its statute, to prosecute persons responsible for genocide and other serious violations of international humanitarian law committed in the territory of Rwanda and Rwandan citizens responsible for genocide and other such violations committed in the territory of neighbouring States, between 1 January 1994 and 31 December 1994. In accordance with article 10 of its statute, the Tribunal consists of three organs, namely the Chambers, the Prosecutor and a Registry.

2. By resolution 1165 (1998) of 30 April 1998, the Security Council decided to establish a third Trial Chamber of the Tribunal, and to that end, amended articles 10, 11 and 12 of the statute of the Tribunal covering the organization of the Tribunal, the composition of the Chambers and qualification and election of judges. Under the revised article 11, the Chambers shall be composed of 14 independent judges, 9 of which shall serve in each of the Trial Chambers.

3. This development will enable the Tribunal to hold three trials simultaneously, thereby increasing its judicial proceedings by 50 per cent.

4. The work of the Tribunal continues to grow nevertheless, as a result of progress in tracking down and arresting additional suspects, securing indictments against them and preparing cases for trial. Profiting from the experience of 1997 and 1998, plans are under development for further operations where several investigation targets are identified for arrest in quick succession with the cooperation of Member States. In support of those activities, as well as of the increased pace of trial proceedings and ancillary activities, the work of the Tribunal keeps increasing in all areas.

5. Contributions to the Voluntary Fund to support the activities of the International Tribunal for Rwanda slowed down in 1997 and 1998, though numerous discussions have been held with potential donors. An updated report on the total contributions made by Member States is shown in annex I to the present report. Though almost fully programmed with temporary posts approved for 1998, the Voluntary Fund has lagged in expenditures owing to delays in recruiting staff against those posts. As regards gratis personnel, the Tribunal accepted further contributions in 1998 to compensate for the vacancy rates prevailing at the beginning of the year. Due to delays in processing a number of new offers for seconded personnel, seven new gratis personnel were brought on board for a six-month term in August 1998. In line with the provisions of General Assembly resolution 52/234 of 22 September 1998, their term will end, in February 1999. Other details on the gratis personnel are also provided in annex I.

6. The report of the Office of Internal Oversight Services on the follow-up to the 1997 audit and investigation of the Tribunal was submitted to the General Assembly by the Secretary-General (A/52/784, annex). The report noted that improvements were observed in virtually every area surveyed by the team of investigators and auditors. In those areas where improvements were still needed, corrective actions have been taken as indicated in annex VI to the present report.

7. In its resolution 52/218, the General Assembly appropriated to the Special Account of the International Criminal Tribunal for Rwanda an amount of $50,879,100 net ($56,736,300 gross) for the year 1998. In addition, the Advisory Committee on Administrative and Budgetary Questions approved a commitment authority amounting to $1,350,500 net ($1,464,600 gross) for the activities called for by Security Council resolution

1165 (1998). The total provisions for 1998 amounted to $52,229,600 net ($58,200,900 gross).

8. The present report details the requirements of the Tribunal to enable it to fulfil its mandate effectively. The overall level of resources proposed for 1999 amounts to $73,081,300 net ($80,612,600 gross), and reflects an increase of $22,202,200 (43.6 per cent) over the 1998 appropriation. The overall level of post requirements reflects the continuation of 582 posts approved for 1998, proposals for increase in the order of 256 posts and the reclassification of 9 posts. The overall level of resources also involves increases in other objects of expenditure, reflecting, *inter alia*, the requirements in connection with the third Trial Chamber; stepped up activities in investigations and the arrest and transfer of detainees; as well as major enhancements envisaged for the delivery of support services.

9. The estimated percentage distribution of the total resources of the Tribunal in 1999 would be as follows:

	Assessed budget	*Extrabudgetary*
	(Percentage)	
The Chambers	2.2	—
Office of the Prosecutor	25.6	32.7
The Registry	72.2	67.3
Total	**100.0**	**100.0**

Table 1
Summary of requirements
(Thousands of United States dollars)

(1) Assessed budget

	(a) 1997 expenditures	(b) 1998 initial appropriation	(c) 1999 estimates	(d) Resource change (c)-(b)	(e) Percentage change (d) (b)
Expenditure section	38 916.4	56 736.3	80 612.6	23 876.3	42.1
Income section	3 198.8	5 857.2	7 531.3	1 674.1	28.6
Total (net)	**35 717.6**	**50 879.1**	**73 081.3**	**22 202.2**	**43.6**

(2) Extrabudgetary resources

	(a) 1997 expenditures	(b) 1998 estimates	(c) 1999 estimates	(d) Resource change (c)-(b)	(e) Percentage change (d) (b)
Substantive activities	723.8	3 337.0	4 034.4	697.4	20.9
Total (1) and (2) (net)	**36 441.4**	**54 216.1**	**77 115.7**	**22 899.6**	**42.2**

(3) 1998 estimated cost of gratis personnel

	1999 estimates
Estimated donation from donor Governments/non-United Nations organizations (gross)	117.0
Estimated programme support income	15.2

Table 2

Summary of requirements by object of expenditure

(Thousands of United States dollars)

(1) Assessed budget

	(a) 1997 expenditures	*(b) 1998 initial appropriation*	*(c) 1999 estimates*	*(d) Resource change (c)-(b)*	*(e) Percentage change (d) (b)*
(a) Expenditures					
Posts (net of staff assessment)	22 885.1	36 755.5	51 462.9	14 707.4	40.0
Other staff costs	1 042.4	1 827.2	2 074.9	247.7	13.6
Salaries and allowances of judges (including common costs)	1 658.2	913.9	1 508.0	594.1	65.0
Consultants and experts	71.4	139.2	148.0	8.8	6.3
Travel	1 761.0	1 320.4	1 607.1	286.7	21.7
Contractual services	2 272.4	4 375.5	6 328.8	1 953.3	44.6
General operating expenses	2 915.7	2 766.6	4 560.3	1 793.7	64.8
Hospitality	6.7	4.0	4.0	0.0	0.0
Supplies and materials	1 113.0	988.1	1 390.3	402.2	40.7
Furniture and equipment	1 991.7	1 396.8	2 833.4	1 436.6	102.8
Construction, alteration, improvements and major maintenance	—	419.6	1 023.6	604.0	143.9
Contributions to joint administrative activities	—	70.0	140.0	70.0	100.0
Staff assessment	3 198.8	5 759.5	7 531.3	1 771.8	30.8
Total (gross)	**38 916.4**	**56 736.3**	**80 612.6**	**23 876.3**	**42.1**
(b) Income					
Staff assessment	3 198.8	5 759.5	7 531.3	1 771.8	30.8
Other income	—	97.7	—	(97.7)	(100.0)
Total (a) and (b) (net)	**35 717.6**	**50 879.1**	**73 081.3**	**22 202.2**	**43.6**

(2) Extrabudgetary resources

	(a) 1997 expenditures	*(b) 1998 estimates*	*(c) 1999 estimates*	*(d) Resource change (c)-(b)*	*(e) Percentage change (d) (b)*
Expenditures					
Posts (net of staff assessment)	199.5	1 731.1	2 570.3	839.2	48.5
Other staff costs	18.0	465.5	485.6	—	—
Consultants and experts	—	18.4	—	(18.4)	(100.0)
Travel	209.4	73.5	—	(73.5)	(100.0)
General operating expenses	225.3	966.0	966.0	—	—
Hospitality	1.5	—	—	—	—
Supplies and materials	70.1	—	—	—	—
Furniture and equipment	—	70.0	—	—	—
Fellowships, grants and contributions	—	12.5	12.5	—	—
Total (net)	**723.8**	**3 337.0**	**4 034.4**	**697.4**	**20.9**
Total (1) and (2) (net)	**36 441.4**	**54 216.1**	**77 115.7**	**22 899.6**	**42.2**

Table 3
Post requirements

	Temporary posts						
	Assessed budget			*Extrabudgetary resources*		*Total*	
	1998	*1999*	*Change*	*1998*	*1999*	*1998*	*1999*
Professional category and above							
ASG	1	1	—	—	—	1	1
D-2	1	1	—	—	—	1	1
D-1	4	4	—	—	—	4	4
P-5	17	23	6	—	—	17	23
P-4	49	64	15	2	3	51	67
P-3	83	141	58	15	13	98	154
P-2/1	76	94	18	3	3	79	97
Total	**231**	**328**	**97**	**20**	**19**	**251**	**347**
General Service and related categories							
Principal level	7	7	—	—	—	7	7
Other levels	92	140	48	3	3	95	143
Field Service	14	26	12	—	—	14	26
Security Service	74	82	8	—	—	74	82
Security Service (Local)	40	67	27	—	—	40	67
Local level	124	188	64	19	19	143	207
Subtotal	**351**	**510**	**159**	**22**	**22**	**373**	**532**
Total	**582**	**838**	**256**	**42**	**41**	**624**	**879**

Table 4

Summary of requirements by post status

	Professional category and above								*General Service and related categories*							
	AS	*D-2*	*D-1*	*P-5*	*P-4*	*P-3*	*P-2/1*	*Subtotal*	*PL*	*OL*	*FS*	*SS*	*SL*	*LL*	*Subtotal*	*Total*
(1) Assessed budget																
1998	1	1	4	17	49	83	76	231	7	92	14	74	40	124	351	582
1998 revised estimates (proposed)	—	—	—	2	3	3	5	13	—	15	—	3	—	3	21	34
New temporary posts	—	—	—	3	10	53	18	84	—	33	12	5	27	61	138	222
Reclassification	—	—	—	1	2	2	(5)	—	—	—	—	—	—	—	—	—
Conversion	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
1999	**1**	**1**	**4**	**23**	**64**	**141**	**94**	**328**	**7**	**140**	**26**	**82**	**67**	**188**	**510**	**838**
(2) Extrabudgetary																
1998	—	—	—	—	2	15	3	20	—	3	—	—	—	19	22	42
Reclassification	—	—	—	—	1	(1)	—	—	—	—	—	—	—	—	—	—
Abolished	—	—	—	—	—	(1)	—	(1)	—	—	—	—	—	—	—	(1)
1999	**—**	**—**	**—**	**—**	**3**	**13**	**3**	**19**	**—**	**3**	**—**	**—**	**—**	**19**	**22**	**41**

II. Recent developments

10. In addition to the establishment of the third Trial Chamber, the three most significant events of 1998 are: the first guilty plea to a charge of genocide by an accused person before an International Tribunal; the first judgement and conviction in history on a case of genocide; and the first sentence handed down by the Tribunal (on a guilty plea). The last two events took place within the same week on 2 and 4 September 1998.

11. The immediate practical requirement in respect of the above two cases is the arrangement to provide facilities for the enforcement of sentences in respect of both prisoners. Many Governments, particularly in Africa, have expressed willingness to host persons convicted by the Tribunal but have requested financial assistance to upgrade their detention facilities to recognized international standards. Discussions are under way with donors.

12. The first guilty plea, on 1 May 1998, by the former Prime Minister of Rwanda, is important for the future prosecution of cases. Although too early to predict its full impact, his guilty plea could either lead others to follow in his footsteps or facilitate the prosecution of their cases with his testimony.

13. Other developments during 1998 also have significant impact on the operation of the Tribunal, pointing to the need for further enhancing the operations and the physical facilities. The need to provide support to the defence as well has resulted in unanticipated difficulties and an increased workload, in particular for the Registry. For instance, defence witnesses typically reside outside Rwanda, often illegally or in refugee camps, in situations requiring sensitive negotiations with "host" countries to facilitate their travel to Arusha to give evidence. As a result, the procedures for bringing witnesses to trial at Arusha and returning them safely to their point of origin, which must remain above reproach for both defence and prosecution, are becoming more complex.

14. In at least one case, trial proceedings before the Tribunal have been interrupted due to the poor health of the accused. In addition, a medical opinion on the health of one detainee is the subject of re-evaluation concerning the need for surgical intervention. Suspects who remain at large for long periods of time without proper health care, diet or living conditions, may contract serious, including life threatening, illnesses, with implications not only for themselves but also for their warders, which must be brought under control by medical treatment accorded by the Tribunal.

15. A tracking operation by the Office of the Prosecutor in mid-1998 resulted in the arrest in West Africa and subsequent transfer to detention of six new detainees, five of them suspects. The addition of another suspect at about the same time, who surrendered to authorities at Arusha on a separate instance, served to point out the need for the enlargement and improvement in design of the United Nations Detention Facility. The need has now become evident for quickly expanding the facilities in order to isolate the various groups of detainees; that is, persons on trial, persons awaiting trial, unindicted suspects, and persons willing to cooperate with the Prosecutor, each of whom may call for a different investigative strategy.

16. As of 15 September 1998, the total count of indicted and detained persons was as follows: 43 indicted on 26 indictments. Of the indicted persons, 30 are in custody, including one held in the United States of America awaiting transfer to the custody of the Tribunal. Two suspects are also held by the Tribunal in Arusha awaiting indictment. This number can be expected to increase as the Prosecutor continues to seek out those indicted but still at large and to expand the scope of investigations to all sectors of Rwandese society which

may have been involved in genocide in 1994. As indicated in paragraph 10 above, two of the detainees have now been convicted.

17. Initially, the demands of court attendance for trial were such that it was sufficient for the Prosecutor to assign prosecution staff from Kigali to Arusha for limited periods of time. Increasing judicial activity requires greater attendance of the prosecution teams in Arusha. Therefore, prosecuting attorneys will be assigned to Arusha on a permanent basis and will require full office accommodation.

18. Although committed to providing the entire Kilimanjaro Wing at the Arusha International Conference Centre for use by the Tribunal, the host Government has faced difficulties in making the space available on a schedule which would allow the Tribunal to plan full occupation of the office space. The process, though accelerated in mid-1998, remained slow, delaying the implementation of planned repairs and alterations to the premises because of the lack of space to temporarily accommodate the staff while repairs are ongoing. Nevertheless, the construction of the third courtroom, alterations to the second, and alterations to the third and fourth floors for occupation by the Judicial and Legal Services Division and the three new trial judges are planned for completion by 31 December 1998. Additional off-site premises will be required to ensure that the full alterations and construction programme can be completed in time, and to accommodate additional staff in 1999.

19. With the conclusion of the first judgement and the handing down of the first two sentences, there are enhanced prospects for appeals. The need to provide both pouch and satellite communications with The Hague has become evident. Plans have been made to develop this capability of the communications operations of the Tribunal and to improve overall performance in the area of communications.

III. Programme of work and resource requirements

A. The Chambers

Table 5
Summary of requirements by object of expenditure
(Thousands of United States dollars)

Assessed budget

	(a) 1997 expenditures	(b) 1998 initial appropriation	(c) 1999 estimates	(d) Resource change (c)-(b)	(e) Percentage change (d)/(b)
(a) Expenditures:					
Posts (net of staff assessment)	584.7	1 078.6	—	(1 078.6)	(100.0)
Salaries and allowances of judges (including common costs)	1 658.2	913.9	1 508.0	594.1	65.0
Travel	57.3	117.3	109.4	(7.9)	(6.7)
Staff assessment	84.9	133.4	—	(133.4)	(100.0)
Total (gross)	**2 385.1**	**2 243.2**	**1 617.4**	**(625.8)**	**(27.9)**
(b) Income					
Staff assessment	84.9	133.4	—	(133.4)	(100.0)
Total (a) and (b) (net)	**2 300.2**	**2 109.8**	**1 617.4**	**(492.4)**	**(23.3)**

Table 6
Post requirements

	Temporary posts					
	Assessed budget		*Extrabudgetary resources*		*Total*	
	1998	*1999[a]*	*1998*	*1999*	*1998*	*1999*
Professional category and above						
P-2/1	7	—	—	—	7	—
General Service category						
Other level	6	—	—	—	6	—
Total	**13**	**—**	**—**	**—**	**13**	**—**

[a] In the present proposal, direct support staff to the judges is reflected as part of the Registry.

20. The Chambers is the judicial organ of the Tribunal and, following adoption of Security Council resolution 1165 (1998) of 30 April 1998, is composed of 14 independent judges, five of whom, serving in the Appeals Chamber, also comprise the Appeals Chamber of the International Tribunal for the Former Yugoslavia. The jurisdiction of the Tribunal extends to natural persons responsible for serious violations of international humanitarian law committed in the territory of Rwanda and to Rwandan citizens responsible for such violations in the territory of neighbouring States between 1 January and 31 December 1994.

21. At the fifth plenary session held at Arusha from 1 to 8 June 1998, the judges adopted a number of major amendments to the Rules of Procedure and Evidence in order to speed up cases before the Tribunal. Measures included having conferences before either of the parties present their evidence, during which parties may be ordered to outline contested and non-contested issues in order to shorten examination of witnesses or to reduce their number; admission into evidence of written testimonies of expert witnesses without oral hearing of the witness, if the opposing party accepts the statement of the expert witness; allowing a trial judge who has issued an order pursuant to rule 40 *bis* to sit in the Trial Chamber for the trial of the accused; introduction of time limits for the Prosecutor to disclose supporting material and witnesses' statements to the defence.

22. The two major events in the first half of 1998 involve the conclusion of the case of the Prosecutor versus Jean-Paul Akayesu and the first guilty plea entered by a defendant, in this case Jean Kambanda, the former Prime Minister of Rwanda for the period from 6 April to 17 July 1994. Both men received their sentences in the month of September and became the first two prisoners of the Tribunal, highlighting the issue of the enforcement of sentences.

23. The first effort by the Prosecutor in March 1998 to consolidate the case against a large number of defendants (29 in this instance) by bringing them under a single indictment was refused on jurisdictional grounds by a confirming judge. It would appear therefore that mass trials on this scale will be unlikely in the near future.

24. Two other cases, which were in trial since 1997, are also expected to be concluded in 1998. It is anticipated that two additional cases involving no more than two defendants will commence before the end of 1998.

25. The judges are assisted in their duties by the Registry. In particular, the General Legal Services and Chambers Support Section of the Registry is responsible for providing legal, drafting and administrative support to the trial judges, while the Court Management Section assists in the management of hearings and maintenance of court records. The Appeals judges are also provided with necessary legal support for their functions in respect of the International Criminal Tribunal for Rwanda.

Activities

26. During 1999, the following activities will be undertaken:

(a) Trial Chambers: initial appearances, pre-trial motions, status conferences, interlocutory motions, trials, sentencing hearings, rule 61 hearings and deferrals and participation at one plenary meeting;

(b) Appeals Chamber: interlocutory appeals, appeals of judgements and sentences and one plenary meeting;

(c) Other judicial activities: review and confirmation of indictments, rule 40 *bis* decisions, issuance of warrants and orders not assigned to Trial Chambers;

(d) Report of the President to the Security Council and the General Assembly, special reports to the Security Council, as necessary;

(e) Adoption or approval of rules, directives and records of the Tribunal:

(i) Rules of Procedure and Evidence;

(ii) Directive on assignment of defence counsel;

(iii) Code of professional conduct for defence lawyers appearing before the Tribunal;

(iv) Rules of Detention;

(v) Basic documents;

(vi) Yearbook;

(f) Publication of opinions, decisions and judgements of trial proceedings: the Trial Chambers are responsible for supervising the legal research and the preparation of legal documents for issuance in both working languages of the Tribunal.

27. The workload indicators would be as follows:

Performance indicators: the Chambers	*1997*	*1998*	*1999*
Trials	3	5	6
Appeals (full and interlocutory)	—	2	4
Court days	195	260	345
Plenary days	5	5	5

Resource requirements (at current rates)

Posts

28. The support to the Chambers consists of legal officers, legal assistants and bi-lingual secretaries supervised by the Chief of the General Legal Services and Chambers Support Section of the Registry. In the present report, all the relevant posts including the authorized seven P-2 posts for legal assistants and six General Service (other level) posts for secretaries are shown under the requirements of the Registry in order to reflect the actual line of supervision. Accordingly, there is no requirement for post resources in the Chambers.

Salaries and allowances of judges

29. The estimated requirements amounting to $1,508,000, which take into account the provisional arrangements regarding relocation and pension benefits of the judges of the Tribunal, are broken down as follows:

(a) Annual salary for the nine judges at $145,000 each ($1,305,000);

(b) Special allowance of $15,000 per annum for the President;

(c) A special allowance for the Vice-President of $94 for each day that he acts as President, up to a maximum of $9,400 per annum;

(d) Common costs of judges totalling $178,600 to cover the relocation allowance of two eligible judges ($67,000) and provision for repatriation travel and removal of household effects ($63,000); pension of two judges ($26,600); and education grant of the judges concerned ($22,000).

Travel

30. The estimate of $109,400 would provide for the following travel:

(a) Travel of the President to New York for consultations with the Secretary-General and to present his annual report to the General Assembly and the Security Council ($17,700);

(b) Travel of the Appeals Chamber to Arusha for appeal proceedings ($48,600);

(c) Travel of the Appeals Chamber to attend one plenary session at Arusha during the year ($18,700);

(d) Travel of judges or legal officers to represent the Tribunal at meetings with government officials, regional and international meetings or seminars ($24,400).

B. Office of the Prosecutor

Table 7
Summary of requirements by object of expenditure
(Thousands of United States dollars)

(1) Assessed budget

	(a) 1997 expenditures	*(b) 1998 initial appropriation*	*(c) 1999 estimates*	*(d) Resource change (c)-(b)*	*(e) Percentage change (d) (b)*
(a) Expenditures:					
Posts (net of staff assessment)	10 243.7	13 232 5	17 384 6	4 152.1	31 4
Consultants and experts	10.9	139 2	148 0	8 8	6 3
Travel	999 6	719 4	814 9	95 5	13.3
General operating expenses	—	—	388 0	388 0	—
Staff assessment	1 475 5	2 217 3	2 650 5	433 2	19.5
Total (gross)	**12 729.7**	**16 308.4**	**21 386.0**	**5 077.6**	**31.1**
(b) Income					
Staff assessment	1 475.5	2 217 3	2 650 5	433.2	19.5
Total (a) and (b) (net)	**11 254.2**	**14 091.1**	**18 735.5**	**4 644.4**	**33.0**

(2) Extrabudgetary resources

	(a) 1997 expenditures	(b) 1998 estimates	(c) 1999 estimates	(d) Resource change (c)-(b)	(e) Percentage change (d) (b)
Expenditures					
Temporary posts	199.5	791.9	1 320.8	528.9	66.8
Other staff costs	18.0	—	—	—	—
Travel	209.4	—	—	—	—
Hospitality	1.5	—	—	—	—
Total (net)	**428.4**	**791.9**	**1 320.8**	**528.9**	**66.8**
Total (1) and (2) (net)	**11 254.2**	**14 883.0**	**20 056.3**	**5 173.3**	**34.8**

Table 8
Post requirements

	Temporary posts						
	Assessed budget			Extrabudgetary resources		Total	
	1998	1999[a]	Change	1998	1999	1998	1999
Professional category and above							
D–2	1	1	—	—	—	1	1
D–1	2	2	—	—	—	2	2
P–5	9	14	5	—	—	9	14
P–4	29	34	5	1	2	30	36
P–3	40	77	37	12	10	52	87
P–2/1	35	49	14	1	1	36	50
Subtotal	**116**	**177**	**61**	**14**	**13**	**130**	**190**
General Service and related categories							
Principal level	1	1	—	—	—	1	1
Other levels	20	35	15	—	—	20	35
Subtotal	**21**	**36**	**15**	**—**	**—**	**21**	**36**
Total	**137**	**213**	**76**	**14**	**13**	**151**	**226**

[a] Includes 137 continuing temporary posts and 76 proposed new temporary posts, 10 of which were earlier proposed in the revised estimates for 1998.

31. The Office of the Prosecutor is the organ of the Tribunal responsible for investigating and prosecuting persons responsible for crimes as defined in articles 2, 3 and 4 of the statute of the Tribunal. The Prosecutor for the International Tribunal for the Former Yugoslavia also serves as the Prosecutor for the International Criminal Tribunal for Rwanda.

32. The Prosecutor sets policy and overall executive direction to the work of the Office of the Prosecutor, which is based in Kigali. The Deputy Prosecutor is responsible for management of the Office's activities and implementing policies and strategies as directed by the Prosecutor. As the highest ranking Tribunal official in Rwanda, the Deputy Prosecutor is also responsible for maintaining relations with the host Government.

33. The Office is organized to reflect the two main activities, namely conducting investigations and prosecutions. The Prosecution Division, headed by the Chief of Division, comprises the Trial Section, the Legal Advisory Section and the Team Legal Advisers Unit. The structure was modified in 1998 to better coordinate the legal work of the Office. In this regard, the two advisory units have been renamed the Prosecution Legal Advisers Unit and the Investigations Legal Advisers Unit, respectively, forming the Legal Advisory Section under the supervision of the Senior Legal Adviser.

34. The Investigations Division, headed by the Chief of Investigations, is organized into teams working under the direction of three Investigation Commanders. Criminal investigations are aimed at individuals in the Government, the military and political parties who were involved in the events of 1994, as well as at specialized areas, such as sexual assault, propaganda and financing. In this regard, the Intelligence and Tracking Unit has been particularly effective, developing intelligence capabilities leading to the identification and arrest of suspects and indicted persons.

35. The two divisions are supported by the Information and Evidence Support Section, which is responsible for developing systems and procedures to organize and store the evidence and for accessing the material requested by either the investigators or the trial attorneys.

36. Since 1995, 26 indictments have been confirmed naming 43 persons. It is expected that an additional four persons will be named in indictments to be confirmed during 1998. At least seven indictments are expected to be ready for confirmation in 1999.

37. Recent developments having a major impact on the work of the Office of the Prosecutor are the first judgement handed down by a trial chamber in the Prosecutor versus Jean-Paul Akayesu case, finding the accused guilty of genocide; the guilty plea by Jean Kambanda admitting to genocide; the arrest of five suspects and one accused in Operation Kiwest in West Africa; and the refusal by a judge to confirm an indictment of 29 accused individuals.

38. It is hoped that the guilty plea by the former Prime Minister of Rwanda will have a positive effect on the Prosecutor's work in other cases, either by leading other prosecutorial targets to follow his example or by producing him as a credible witness at trials of his former colleagues.

39. On the other hand, two other developments, the arrest of additional suspects and accused and the refusal to confirm the requested joint indictment, tend to increase significantly the Prosecutor's workload, not only in regard to indictments, pre-trial motions and trial preparation in the immediate future, but also for prosecution of cases in the long term. The arrest of additional suspects requires the Prosecutor, under rule 40 *bis* to get a confirmed indictment within 90 days. This calls for urgent legal and investigative work to ensure success in confirmation of indictments while maintaining the ongoing workload. More importantly, the demonstrated success of this type of operation is not likely to produce additional suspects in the future with the same results unless the office is strengthened. The rejection of the Prosecutor's request to confirm a joint indictment of 29 accused individuals delays the work of the Office, imposing a lengthier procedure of joining several accused

in a single indictment. As a result, the Prosecutor now has to produce new indictments, amend some existing indictments and seek other ways to join the 29 defendants.

Activities

40. The activities of the Office of the Prosecutor in 1999 will be as follows:

(a) *Substantive activities*

(i) Investigations

a. In the light of the applicable Rules of Procedure and Evidence, investigations are conducted with due regard for the rights of the suspect and the accused;

b. In the conduct of investigations, the Prosecutor may question suspects, victims and witnesses and record their statements, collect evidence and conduct on-site investigations;

c. The Office undertakes other necessary measures for completing investigations, including special measures for the protection of witnesses and informants and may request the assistance of any State authority concerned or Interpol and request such orders as may be necessary from a Trial Chamber or a judge;

(ii) Prosecutions

a. Pre-trial procedures brought by the Prosecutor before a Trial Chamber or a judge include orders and warrants, which involve summonses, subpoenas, warrants of arrest and transfer orders;

b. Once a person is indicted, the Prosecutor attends initial appearances and status conferences, initiates preliminary motions or responds to preliminary motions from the defence and discloses evidential material under rule 66 of the Rules of Procedure and Evidence;

c. Prosecution of trials is undertaken in accordance with part six of the Rules, with due care that appearances by prosecution witnesses requiring anonymity are accorded every measure to that end;

(b) *Support activities*. Support to investigators and prosecuting attorneys involves custody of evidential material collected by investigators, archiving of the materials and maintenance of a database on evidence in order to support the investigators and prosecuting attorneys when the same evidential matters are needed for further work. Other functions involve maintenance of a strong room with facilities for disclosure to defence counsel in accordance with the Rules of Procedure and Evidence.

41. The workload indicators for 1999 would be as follows:

	1997	*1998*	*1999*
Investigation Division – Kigali			
Number of investigations	80	90	90
Public indictments (cumulative since 1995)	25	29	36
Missions	480	472	500
Witnesses interviewed	450	650	650
Statements obtained	450	500	600
Arrests	8	6	12
Prosecution Division			
Motions/applications/responses	80	130	150
Trials in preparation	20	6	9
Trial prosecuted	3	5	6
Trials completed	—	3	4
Verdicts	—	3	4
Appeals	—	3	4
Guilty pleas	—	1	—
Information and Evidence Support Section			
Documents indexed	75	4 000	10 000

Resource requirements

Posts

42. The estimated requirements in the amount of $17,384,600 represent the total cost of 137 continuing temporary posts and reflect a resource growth of $4,152,100 resulting from the net effect of the application of new standard costs, the delayed impact of six newly established posts in 1998 and the proposed 76 new temporary posts for 1999, including 10 temporary posts earlier proposed in the 1998 revised estimates. Details of the requests and the justifications for these posts are provided in annex IV to the present report. The estimated full annual cost of the new temporary posts would amount to $7,403,200 net ($8,488,500 gross). A summary of the proposed new posts by functional title follows:

Summary of new posts by functional title[a]

	Professional and higher categories						*General Service*	
	D-1	*P-5*	*P-4*	*P-3*	*P-2*	*Subtotal*	*General Service (Other level)*	*Total*
Office of the Prosecutor								
Proposed new temporary posts								
Office of the Deputy Prosecutor	—	—	—	1	—	1	—	1
Prosecution Division								
Trial Section:								
Senior trial attorneys	—	3	—	—	—	3	—	3
Trial attorneys	—	—	3	—	—	3	—	3
Assistant trial attorneys	—	—	—	3	—	3	—	3
Case managers	—	—	—	—	3	3	—	3
Legal Advisory Section:								
Prosecution legal advisers	—	—	—	1	—	1	—	1
Investigations legal advisers	—	—	—	6	—	6	1	7
Investigations Division:								
Investigations Teams	—	—	—	10	9	19	4	23
Intelligence and Tracking Unit	—	—	—	14	—	14	3	17
Information and Evidence Support Section	—	—	—	—	—	—	5	5
Total proposed new temporary and reclassified posts	**—**	**3**	**3**	**35**	**12**	**53**	**13**	**66**

[a] Excluding posts proposed in the 1998 revised estimates.

Consultants and experts

43. The estimate of $148,000 requested under this heading relates to the services of experts to assist the prosecution either as witnesses to appear for the prosecution before the Court or to assist in evaluating the testimony of expert witnesses for the defence. Expert witnesses are recognized specialists in their field, who are called on by the Prosecutor to give expert testimony before the Tribunal on such matters as the general historical, political and military context of the conflict in Rwanda or to give medical testimony regarding forensic findings. The estimate, based on six trials in 1999, provides for an average of five expert witnesses remaining at Arusha approximately seven days per trial for six trials, at a fee of $200 per day ($42,000), plus travel and subsistence expenses ($106,000).

Travel

44. Resources of $814,900 would provide for the following:

(a) Travel for investigations ($327,300). This amount is intended for travel of investigation teams, except for the Intelligence and Tracking Unit, within Rwanda, to

neighbouring countries and to Europe, North America and the Middle East. For travel within Rwanda, the estimates are based on travel for a period of three to four days of teams comprising of two to three investigators accompanied by a translator, a driver and one or two international security officers. For travel outside Rwanda, two investigators are required each time to question witnesses and suspects residing abroad. Owing to the security situation within Rwanda, travel is subject to some restrictions for investigative work in the country. However, the Prosecutor intends to intensify the investigations outside Rwanda. The requested resources provide for 500 missions within Rwanda and 60 trips outside the country;

(b) Travel of the Intelligence and Tracking Unit ($216,000) involves the travel of teams comprising up to four investigators working on the same mission in pursuit of investigation targets or indicted persons. Their travel involves extended stays at destinations outside Rwanda, often for long stretches at a time to maintain surveillance of their subjects. Tracking operations are usually completed when a Member State is asked, pursuant to a warrant of arrest and an appropriate Court order, to arrest persons for the Tribunal. Following the arrest, the Registry takes over the arrangements for the transfer to Arusha of the arrested persons;

(c) Travel of the Prosecutor and the staff at The Hague, the Deputy Prosecutor, the Trial Teams and other staff of the Office of the Prosecutor at Kigali ($271,600). Some travel of the Prosecutor on behalf of the Tribunal relates to representational travel with government officials and attendance at seminars and other meetings. Other travel of the Prosecutor involves visits to Arusha for participation in the plenary sessions and consultations with the Registrar and judges; and visits to Rwanda for consultations with government officials and senior staff of the Office. The Deputy Prosecutor is required to consult frequently with the Prosecutor. Travel to New York relates to budget reviews. Travel to attend high-level governmental meetings in order to obtain agreements concerning cooperation with Governments is also necessary. Investigators and legal advisers travel from Kigali to Arusha to attend court proceedings for limited periods of time, while members of prosecuting teams travel to Kigali to render periodic reports to the Deputy Prosecutor.

General operating expenses

45. A new provision is proposed at the level of $388,000 to cover operational expenses of the Intelligence and Tracking Unit. The investigators of the Unit plan four major operations in 1999 in which they will deal with agent/sources, entailing requirements for special protective measures, information costs and travel, subsistence and communications expenses.

Staff assessment

46. Staff assessment costs for the proposed staffing table of the Office of the Prosecutor are estimated at $2,650,500.

C. The Registry

Table 9
Summary of requirements by object of expenditure
(Thousands of United States dollars)

(1) Assessed budget

	(a) 1997 expenditures	(b) 1998 initial appropriation	(c) 1999 estimates	(d) Resource change (c)-(b)	(e) Percentage change (d) (b)
(a) Expenditures					
Posts (net of staff assessment)	12 056.8	22 444.4	34 078.3	11 633.9	51.8
Other staff costs	1 042.4	1 827.2	2 074.9	247.7	13.6
Consultants and experts	60.5	—	—	—	—
Travel	704.1	483.7	682.8	199.1	41.2
Contractual services	2 272.4	4 375.5	6 328.8	1 953.3	44.6
General operating expenses	2 915.7	2 766.6	4 172.3	1 405.7	50.8
Hospitality	6.7	4.0	4.0	—	—
Supplies and materials	1 113.0	988.1	1 390.3	402.2	40.7
Furniture and equipment	1 991.7	1 396.8	2 833.4	1 436.6	102.8
Construction, alteration improvements and major maintenance	—	419.6	1 023.6	604.0	143.9
Grants and contributions	—	70.0	140.0	70.0	100.0
Staff assessment	1 638.4	3 408.8	4 880.8	1 472.0	43.2
Total (gross)	**23 801.7**	**38 184.7**	**57 609.2**	**19 424.5**	**50.9**
(b) Income					
Staff assessment	1 638.4	3 408.8	4 880.8	1 472.0	43.2
Other income	—	97.7	—	(97.7)	(100.0)
Total (a) and (b) (net)	**22 163.3**	**34 678.2**	**52 728.4**	**18 050.2**	**52.1**

(2) Extrabudgetary resources

	(a) 1997 expenditures	*(b) 1998 estimates*	*(c) 1999 estimates*	*(d) Resource change (c)-(b)*	*(e) Percentage change (d) (b)*
Expenditures					
Temporary posts	—	939.2	1 249.5	310.3	33.0
Other staff costs	—	465.5	485.6	—	—
Consultants and experts	—	18.4	—	(18.4)	(100.0)
Travel	—	73.5	—	(73.5)	(100.0)
General operating expenses	225.3	966.0	966.0	—	—
Supplies and materials	70.1	—	—	—	—
Furniture and equipment	—	70.0	—	(70.0)	(100.0)
Fellowships, grants and contributions	—	12.5	12.5	—	—
Total (net)	**295.4**	**2 545.1**	**2 713.6**	**168.5**	**6.6**
Grand total (1) and (2) (net)	**22 458.7**	**37 223.3**	**55 442.0**	**18 218.7**	**48.9**

Table 10
Post requirements

	Temporary posts						
	Assessed budget			*Extrabudgetary resources*		*Total*	
	1998	*1999[a]*	*Change*	*1998*	*1999*	*1998*	*1999*
Professional category and above							
ASG	1	1	—	—	—	1	1
D-1	2	2	—	—	—	2	2
P-5	8	9	1	—	—	8	9
P-4	20	30	10	1	1	21	31
P-3	43	65	22	3	3	46	68
P-2/1	34	44	10	2	2	36	46
Subtotal	**108**	**151**	**43**	**6**	**6**	**114**	**157**
General Service and related categories							
General Service (Principal level)	6	6	—	—	—	6	6
General Service (Other levels)	66	105	39	3	3	69	108
Field Service	14	26	12	—	—	14	26
Security Service	74	82	8	—	—	74	82
Security Service (Local)	40	67	27	5	5	45	72
Local level	124	188	64	14	14	138	202
Subtotal	**324**	**474**	**150**	**22**	**22**	**346**	**496**
Total	**432**	**625**	**193**	**28**	**28**	**460**	**653**

[a] Includes 432 continuing temporary posts, 13 continuing temporary posts relocated from the Chambers, 180 new temporary posts, including 24 temporary posts earlier proposed in the revised estimates for 1998, and 9 reclassifications.

47. Pursuant to article 16 of the statute of the Tribunal, the Registry is responsible, under the overall direction of the Registrar, for the administration and servicing of the Tribunal. Pursuant to rule 33, the Registrar assists the Chambers, the plenary meetings of the Tribunal, the judges and the Office of the Prosecutor in the performance of their functions.

48. The Registry is organized into three major units, namely the Immediate Office of the Registrar, the Judicial and Legal Services Division and the Division of Administration. The Immediate Office of the Registrar includes the Press and Information Section, which provides the vital link with journalists and visitors to the Tribunal comprising the press, academicians, professional organizations and the public.

49. Through the Judicial and Legal Services Division, the Registrar supports court proceedings with activities involving court management, measures for support and protection of victims and witnesses, management of the Tribunal's support to defence counsel and administration of the United Nations Detention Facility, including managing the conditions of detention.

50. In 1998, upon recommendation of the Registrar, the Chambers adopted a code of professional conduct for defence lawyers appearing before the Tribunal. After consulting with the Advisory Panel for Defence Matters, guidelines on the enumeration of defence counsel have been issued with a view to streamlining and rationalizing the expenditures of defence teams. The Registrar also set up a system of duty counsel.

51. Major developments in victims and witnesses support and protection included, *inter alia*, conveying to Arusha and back to their point of origin more than 100 prosecution and defence witnesses and relocating in Rwanda and abroad 12 witnesses particularly at risk. In addition, the Registrar has also issued guidelines for the enumeration of expert witnesses.

52. Insufficient office space continues to hamper the Tribunal's operations. It has become evident that, owing to a number of factors, the space requirements at all locations have been underestimated. The courtroom, offices and detention facilities at Arusha have been determined to be insufficient. On the other hand, the anticipated new building at Kigali failed to materialize because of a decision by the Government to change the ownership of the new office building.

53. Accordingly, the proposals in this budget incorporate a number of short-term as well as some long-term proposals to ease the overcrowding in Tribunal premises. These involve the establishment of off-site locations at Arusha, the introduction of pre-fabricated office containers at Kigali and the expansion of the United Nations Detention Facility through the most expeditious means possible.

Activities

54. During the fiscal year 1998, the following activities will be undertaken:

(a) Substantive activities

(i) Press and Information Section. Providing a coordinated public information programme through a spokesperson with activities at three locations: Arusha, Kigali and The Hague. The work involves publicizing positions of the Tribunal and the latest developments, arranging media interviews for the high-level officials of the Tribunal, issuing press releases and publishing a quarterly newsletter in the region for missions, non-governmental organizations and host Governments;

(ii) Court Management Services Section. Providing administrative support in preparation for and during court proceedings for the Prosecutor, the defence and the

Chambers to ensure efficient and smooth operation of the court proceedings; prepares the judicial calendar for court proceedings in consultation with the Chambers; maintaining archives of court records; giving effect to directives from the Chambers to the Registry during court proceedings; and attending to correspondence from defence counsels, the accused, suspects and the Prosecutor concerning court proceedings and related matters; improvements are planned to streamline procedures for the court records system, automate archiving functions, provide launching point for loading court records not under court order for non-disclosure to the Internet Web site; timely provision of transcripts to the parties;

(iii) Lawyers and Detention Facility Management Section

a. Defence counsel. Maintain roster of lawyers for defence counsel, assign defence counsel to indigent detainees on the basis of consultations with the accused, brief new counsel and other defence team members on the rules of the Tribunal, assess compliance with the Directive on Assignment of Defence Counsel for all claims regarding fees and expenses in respect of defence team members, monitor the implementation of the code of conduct for defence counsel, and pursue the implementation of the guidelines for the rationalization of defence related expenses;

b. Detention and enforcement of sentences. Respond to requests of the International Committee of the Red Cross (ICRC) for ad hoc inspections of the United Nations Detention Facility in order to determine the suitability of the conditions of detention as required, accredit persons authorized to visit detainees at the Facility and evaluate legal issues relating to conditions of detention which emerge in daily communications with detainees, counsel and other visitors and develop policies and procedures for the enforcement of sentences;

(iv) Witness and Victims Support Section. Plan and execute field operations to transport prosecution and defence witnesses to Arusha for providing testimony at court proceedings; operate safe houses in Arusha and Kigali for stays of witnesses; provide protection and support services to witnesses while in the custody of the Tribunal as required, i.e., security escort, travel documents and expenses, clothing, insurance, restitution of lost earnings, relocation, repatriation, accompanying support person, local shelter and transport, replacement guards or farm help, 24-hour guard and case workers; and develop additional arrangements for relocation of witnesses outside Rwanda;

(v) General Legal Services and Chambers Support Section

a. Assist the judges in the Chambers (Trials and Appeals) in the preparation of judicial documents involving decisions to motions filed by the parties, confirmation of indictments, warrants of arrest, orders for the extension of provisional arrest of suspects, orders for transfer (surrender) of persons detained on behalf of the Tribunal and judgements rendered by both Chambers and coordinate with Court Management Section to ensure appropriate support services from the Registry, including translation of documents. The average number of documents prepared for the judges is three per week;

b. Legal research. Preparation of legal briefs or memoranda to the judges and provide legal counsel to the Registrar;

c. Legal agreements. Handle issues arising out of the host country agreement, develop strategies for building relations with third countries or international organizations and formulate agreements to ensure equitable and effective measures

in respect of reimbursement, construction and operation of the United Nations Detention Facility;

d. Parliamentary documentation. Draft the annual report of the President to the Secretary-General and General Assembly, the *Yearbook* and other publications;

(vi) Operation of the Legal Library of the Tribunal at Arusha and Kigali. The year 1999 will be the first year of operation with a librarian and will require many start-up activities, including the acquisition of a collection of books, references and periodicals systematically selected to respond to user needs. The space for the library has been designed to accommodate research in reference books and on-line computer services with access to legal databases, procurement information such as vendors, products and prices and news events.

(b) Administrative support services

(i) United Nations Clinic

a. Provide medical assistance to staff in event of emergency, including provision of medical evacuation, administer medical exams and determine medical clearances for international and locally recruited staff and assist in evaluating level of medical providers at Arusha to determine appropriate practitioner when referring staff for medical care;

b. Provide the medical officer to the United Nations Detention Facility to administer medical examinations on entry to detainees, determine appropriate level of medical care in respect of ill detainees, develop maintenance programmes, including the administration of medicines, and arrange for provision of emergency care, hospital care or surgical intervention by most suitable provider;

(ii) Budget Unit

a. Formulate and prepare annual programme budget on basis of experience and strategic plans for future implementation, monitor budget implementation and analyse variances;

b. Undertake budget administration by maintaining updated panel of certifying officers, maintain staffing table and issue internal allotments;

c. Assist substantive units in preparing cost plans and presentations to donors for extrabudgetary contributions, follow up on developments and evaluate Voluntary Fund resources and proposals for programming;

(iii) Personnel Section

a. Recruitment, placement and promotion of staff in the Professional category and above up to the D-1 level involves servicing of the local appointment and promotion bodies;

b. Development of staff through training to provide induction orientation courses to new staff, language courses, computer literacy training, as well as specialized training seminars for the development of management and professional skills and other supporting specialized occupational groups, such as investigators, security officers and communications personnel;

c. On a continuing basis, recruitment of local personnel and provision of other personnel services to staff of the Tribunal;

d. Staff servicing, including improved delivery of entitlements and benefits;

(iv) Finance Section

a. Approval of obligations, disbursements to vendors and settlement of staff claims;

b. Operation of a new finance and accounting system based on research and testing undertaken in 1998;

(v) General Services Section

a. Continues to provide services in the areas of travel, shipments in connection with appointment and repatriation of staff, issuance and the extension of visas and laissez-passers, inventory and property management, procurement, transport, buildings management, communications and information technology/management information system (IT/MIS);

b. Supports changes in the focus of communications and information technology for automation of court records management and procurement, maintenance of Web site, dedicated server and new applications for witness protection; enhancements to delivery systems of electric power, telephone service and faxes to users; enhancement of satellite communications setup, going from point to point, operation of audio/visual capability at three courtrooms;

c. Projects envisaged include structural enhancements to the Kilimanjaro Wing at the Arusha International Conference Centre to accommodate overnight holding cells and modified entrance arrangements; continued expansion and enhancement to the premises of the United Nations Detention Facility;

(vi) Security Services Section

a. Enhance security for the premises and property of the Tribunal at two duty stations, which will be expanded during 1998 to include more checkpoints with X-ray machines and closed-circuit television;

b. Reorganization of the Security Unit at Kigali to provide an intelligence and coordination group, a team dedicated to field mission escorts and a group to specialize in security matters at Kigali;

c. Security of detainees enhanced with provision of hard-body vehicles, overnight holding cells to reduce the frequency of convoys between the United Nations Detention Facility and headquarters, particularly when anticipating transportation of larger numbers of detainees to the courtrooms;

d. Development of detention cadre of security staff for assignment to the Detention Facility;

(vii) Language and Conference Services Section

a. Provide services in Kinyarwanda in the following situations: sequential interpretation of witnesses testimony at courtroom proceedings, transcription and translation of original evidence relating to tapes and documents gathered by investigators;

b. Provide English and French simultaneous interpretation, develop staff in courtroom techniques and provide translation of court records and parliamentary documentation into English and French;

c. Introducing, subject to recruitment of language staff, simultaneous interpretation in Kinyarwanda at court proceedings.

55. The workload indicators would be as follows:

	1997	*1998*	*1999*
Press and Information Section			
Media representatives on distribution list	490	1 000	1 500
Press releases issued	74	86	150
Phone queries/document requests – press	685	850	1 300
Phone queries/document requests – public	410	600	1 000
Arranged visits by universities, other groups	29	60	100
News bulletins	1	3	4
Accredited journalists	N/A	202	400
Photographic exhibitions	N/A	3	10
Workshops/seminars	N/A	N/A	5
Court Management Services Section			
Court sessions	195	260	345
Court transcript pages	34 003	47 800	70 000
Documents processed	1 684	2 500	3 500
Witness and Victim Support Section			
Witnesses	83	111	180
Witnesses support days	1 040	1 400	2 300
Relocation requests	10	11	32
Witnesses with additional protective measures	71	32	83
Witnesses with additional support needs			
Medical and psychological	54	56	120
Clothes and others	65	65	160
Safe houses	2	3	4
Lawyers and Detention Facility Management Section			
Number of legal counsels	30	45	60
Additional defence team members	9	30	55
Highest number of detainees	23	40	54
General Legal Services and Chambers Support Section			
Final judgements (English and French)	0	3	4
Judicial decisions (English and French)	60	100	130

	1997	*1998*	*1999*
Warrants of arrest (English and French)	10	15	15
Confirmation of indictments (English and French)	10	15	15
Rule 40 *bis* decisions (English and French)			
Legal briefs and memos	25	35	40
Preparation of plenary sessions	1	1	2
Annual report	1	1	1
Yearbook	N/A	N/A	2
Division of Administration			
Personnel Section			
Staffing table	324	616	830
Applications received/screened	2 122	5 000	6 000
Special service contracts	41	75	80
Offers of appointment	118	100	100
Pre-recruitment tests	38	70	75
Training courses	3	50	55
Finance Section			
Payroll (regular, extrabudgetary and projects)			
Local staff	199	211	360
International staff (local portion of salary)	206	284	330
Monthly financial statements	12	12	12
Claims (travel etc.)	$2 mil.	$4.1 mil.	$5 mil.
Other disbursements	$7.7 mil.	$13.2 mil.	$15 mil.
Appropriation level	$35 mil.	$50.8 mil.	$73 mil.
Extrabudgetary expenditure level	$0.7 mil.	$3.3 mil.	$4 mil.
General Services Section			
Work orders completed	50	150	175
Major projects	4	12	10
Registry fax/pouch/mail			
Incoming	23 840	30 500	34 000
Outgoing	26 619	15 000	18 000
Reproduction requests (pages)	750 363	1 525 470	2 000 000

	1997	*1998*	*1999*
Visa applications/residence permits	194	500	600
Air operations			
Number of flights	298	300	350
Number of passengers	1 293	1 800	2 000
Number of pieces: pouch, cargo, luggage	1 383	1 500	1 800
Travel			
Authorizations PT-8s raised	945	862	1 100
Invoices	700	800	1 000
Procurement			
Purchase orders raised	435	415	450
Contracts signed	9	15	15
Local contracts committee cases	32	30	35
Headquarters committee on contracts cases	4	10	6
Communications and Information Technology/Management Information Systems Unit			
Local area network supported	2	3	4
Local area network connections	124	350	500
Help desk calls	2 718	3 550	4 550
Help desk calls/support person	1 954	2 850	3 250
Help desk calls – computer in-site	1 600	700	1 350
Audio/video court sessions supported	328	500	750
Communications PABX extensions	472	552	800
Communications support new/move extensions	3 300	200	300
Communications trouble shooting	N/A	600	900
Electrical repair and installation	N/A	240	400
Communication support generator	250	400	600
Communication help desk	N/A	1 200	1 600
Outgoing faxes (pages)	45 195	60 000	90 000
Incoming faxes (pages)	14 805	15 000	20 000
Switchboard incoming calls	N/A	27 600	40 000
Transport Unit			
Number of fuel coupons issued	3 360	11 400	13 600
Number of work orders prepared	608	2 400	2 500

	1997	*1998*	*1999*
Trip tickets	4 440	15 800	18 000
Number of spare parts issued	512	1 824	2 100
Language and Conference Services Section			
Translation pages	8 585	15 000	22 000
Court interpreter sessions (Arusha)	195	260	345
Field interpreters days (Kigali)	860	2 100	3 000
Security Services Section			
Average number of patrols and posts covered daily	15	26	36
Staff identification cards issued	925	1 400	1 500
Visitors passes issued	1 800	1 700	1 500
Officers covering courtrooms and accused	4	10	15
Officers covering the Tribunal headquarters	40	50	68
Officers at United Nations Detention Facility	6	13	19

Resource requirements

Posts

56. The estimated requirements of $34,078,300 would provide for the continuation of 445 temporary posts including those legal support posts (13) redeployed from the Chamber and reflect a resource growth of $1,633,900 net, representing the combined effects of the application of new standard costs, the delayed effect of 158 posts newly established in 1998, provision for 180 new temporary posts, including 24 temporary posts earlier proposed in the 1998 revised estimates, and the reclassification of nine posts. A detailed explanation and justification for the posts are provided in paragraphs 48 to 159 of annex IV to the present report. The increase in posts for the Registry represents the need to strengthen the judicial, legal and administrative support to the increased activities of the Chambers and the Office of the Prosecutor. The annual full costs of the proposed new temporary posts are estimated at $9,701,600 net ($11,003,600 gross). A summary of the proposed new posts by functional title follows:

Summary of new posts by functional title[a]

	Professional categories and above					*General Service and other categories*							
	P-5	*P-4*	*P-3*	*P-2*	*Subtotal*	*PL*	*OL*	*FS*	*SS*	*SS LL*	*LL*	*Subtotal*	*Total*
Registry													
Proposed new temporary and reclassified posts													
Office of the Registrar													
Adviser on Gender Issues	—	1	—	—	1	—	—	—	—	—	—	—	1
Secretaries	—	—	—	—	—	—	—	—	—	—	1	1	1
Press and Information Section													
Chief of Section/spokesman	1	-1	—	—	—	—	—	—	—	—	—	—	—
Information officers	—	—	1	2	3	—	—	—	—	—	—	—	3
Editorial assistant	—	—	—	—	—	—	1	—	—	—	—	1	1
Secretary	—	—	—	—	—	—	1	—	—	—	—	1	1
Photojournalist	—	—	—	—	—	—	—	—	—	—	1	1	1
Information assistant	—	—	—	—	—	—	—	—	—	—	1	1	1
Office of the Deputy Registrar													
Legal officer	—	—	1	—	1	—	—	—	—	—	—	—	1
Court Management Services Section													
Courtroom assistant	—	—	—	—	—	—	—	—	—	—	1	1	1
Evidence custodian	—	—	—	1	1	—	—	—	—	—	—	—	1
Archives officer	—	—	1	—	1	—	—	—	—	—	—	—	1
Witness and Victim Support Section													
Administrative assistant	—	—	—	—	—	—	1	—	—	—	—	1	1
Witness support assistants	—	—	—	—	—	—	2	—	—	—	—	2	2
Security Officers (International)	—	—	—	—	—	—	—	—	2	—	—	2	2
Lawyers and Detention Facility Management Section													
Legal officer	—	—	1	—	1	—	—	—	—	—	—	—	1
General Legal Services and Chambers Support Section													
Legal officers	—	1	3	1	5	—	—	—	—	—	—	—	5
Jurist/linguist	—	1	—	—	1	—	—	—	—	—	—	—	1
Legal librarian	—	—	1	-1	—	—	—	—	—	—	—	—	—
Associate legal librarian	—	—	—	1	1	—	—	—	—	—	—	—	1
Library assistants	—	—	—	—	—	—	1	—	—	—	1	1	2
Bilingual secretaries	—	—	—	—	—	—	1	—	—	—	—	1	1

	Professional categories and above					General Service and other categories							
	P-5	*P-4*	*P-3*	*P-2*	*Subtotal*	*PL*	*OL*	*FS*	*SS*	*SS LL*	*LL*	*Subtotal*	*Total*
Bilingual typists	—	—	—	—	—	—	1	—	—	—	—	1	1
Division of Administration													
Office of the Chief													
Programme budget officer	—	1	-1	—	—	—	—	—	—	—	—	—	—
United Nations Clinic, Arusha													
Medical officer	—	1	—	—	1	—	—	—	—	—	—	—	1
Secretary	—	—	—	—	—	—	—	—	—	—	1	1	1
Personnel Section													
Personnel assistants	—	—	—	—	—	—	2	—	—	—	—	2	2
Finance Section													
Finance assistant (Payment)	—	—	—	—	—	—	1	—	—	—	—	1	1
Finance assistant (Payroll)	—	—	—	—	—	—	1	—	—	—	—	1	1
General Services Section													
Procurement assistant	—	—	—	—	—	—	1	—	—	—	—	1	1
Building management assistant	—	—	—	—	—	—	1	—	—	—	—	1	1
Building management personnel	—	—	—	—	—	—	—	—	—	—	8	8	8
Communications/audio-visual technicians	—	—	—	—	—	—	—	9	—	—	—	9	9
Vehicle mechanics	—	—	—	—	—	—	—	2	—	—	6	8	8
Drivers	—	—	—	—	—	—	—	—	—	—	10	10	10
Language and Conference Services Section													
Revisers	—	2	—	—	2	—	—	—	—	—	—	—	2
Interpreters	—	—	12	—	12	—	—	—	—	—	—	—	12
Translators	—	—	2	-2	—	—	—	—	—	—	—	—	—
Kinyarwanda typists	—	—	—	—	—	—	2	—	—	—	—	2	2
Bilingual reference assistant	—	—	—	—	—	—	1	—	—	—	—	1	1
Security Services Section													
Security officers (International)	—	—	—	—	—	—	—	—	2	—	—	2	2
Security officers (Local level)	—	—	—	—	—	—	—	—	—	27	—	27	27
Watchman	—	—	—	—	—	—	—	—	—	—	5	5	5
Administrative Services Section – Kigali													
Reviser (Kinyarwanda)	—	1	—	—	1	—	—	—	—	—	—	—	1
Translators	—	2	-2	—	—	—	—	—	—	—	—	—	—
Interpreters	—	—	2	-2	—	—	—	—	—	—	—	—	—
Bilingual typists	—	—	—	—	—	—	2	—	—	—	—	2	2
Document control assistant	—	—	—	—	—	—	1	—	—	—	—	1	1

	Professional categories and above					General Service and other categories							
	P-5	*P-4*	*P-3*	*P-2*	*Subtotal*	*PL*	*OL*	*ES*	*SS*	*SS/LL*	*LL*	*Subtotal*	*Total*
Kinyarwanda translators	—	—	—	—	—	—	—	—	—	—	8	8	8
Communications technician	—	—	—	—	—	—	—	1	—	—	—	1	1
Security officers (International)	—	—	—	—	—	—	—	—	1	—	—	1	1
Registry clerk	—	—	—	—	—	—	—	—	—	—	1	1	1
Switchboard operators	—	—	—	—	—	—	—	—	—	—	2	2	2
Billing clerk	—	—	—	—	—	—	—	—	—	—	1	1	1
Electronic data-processing assistants	—	—	—	—	—	—	—	—	—	—	2	2	2
Mechanics/clerks	—	—	—	—	—	—	—	—	—	—	5	5	5
Drivers	—	—	—	—	—	—	—	—	—	—	6	6	6
Total	**1**	**9**	**21**	**—**	**31**	**0**	**20**	**12**	**5**	**27**	**61**	**125**	**156**

[a] Excluding posts proposed in the 1998 revised estimates.

Other staff costs

57. A provision in the amount of $2,074,900 is proposed to cover the following requirements:

(a) General temporary assistance ($1,774,900) includes provisions for temporary requirements for additional security teams to escort investigators to Rwanda, jurist/linguists to supplement the drafting teams for judgements, language staff with skills in Kinyarwanda, locally recruited staff for ad hoc buildings management projects and transport personnel as and when needed; to cover unforeseen requirements or peak workload periods, as well as to provide for replacement of staff on annual, sick or maternity leave.

(b) Overtime ($300,000) is required to cover extended hours during peak workload periods.

Travel

58. Resources in the amount of $682,800 are requested for:

(a) Travel of the Registry staff ($281,000) to Kigali, The Hague, New York, within Africa and to other countries for consultations with government officials, to arrange for transfer of detainees, to escort witnesses and to attend United Nations and common system meetings;

(b) Travel and allowances of witnesses for both the prosecution and the defence ($383,400). It is anticipated that 180 witnesses, 72 of whom are from Rwanda, will travel to Arusha in 1999 to give testimony at trial hearings;

(c) Travel of the Office of Internal Oversight Services in connection with audit of the Tribunal at Arusha and Kigali is estimated at $18,400.

Contractual services

59. An amount of $6,328,800 is requested for contractual services consisting of the following:

(a) Defence Counsel ($5,048,600). Counsel is assigned by the Registrar to any accused unable to provide his/her own legal representation (requirements of indigence as defined in article 4 of the Directive). Although the Directive allows for the assignment of lead counsel and one co-counsel, half of the defendants count only on lead counsel. There are presently 31 lead counsels representing the defendants, and eighteen defendants have also selected co-counsel. In addition half of the defendants also have investigators or assistants associated with defence teams. Estimated provisions include fees for defence counsel in respect of all the detainees, provision for co-counsel, investigators and assistants, which is based on the assumption that only half of the defence teams will comprise this personnel ($3,653,000); travel expenses and subsistence allowance for defence teams in connection with court proceedings, initial appearances, motions, status conferences and trials ($843,400); and travel expenses and subsistence allowance in respect of defence investigators ($552,200);

(b) Defence expert witnesses and opinions ($116,000). Provision is requested for the fees for 6 out of 12 expert witnesses for the defence. On the basis of experience, only half of defence witnesses have requested payment of a fee for their participation;

(c) External printing ($40,000) is requested for general printing requirements of the Tribunal, including administrative forms, public information materials and newsletters and binding of judgements, some of which is performed at United Nations Office at Nairobi;

(d) Contractual security services ($560,800). Under an agreement with the Government of the United Republic of Tanzania, the Tribunal would provide the meals and incidentals to those contractual Security Officers (i.e. police and prison officers) augmenting the Tribunal's regular security contingent at the Arusha International Conference Centre, the United Nations Detention Facility and the judges' residences, as well as for the support provided in the transfer of prisoners between the Detention Facility and Tribunal headquarters and the support provided by Tanzanian personnel at safe houses ($472,800). Provision ($88,000) is also made under this heading to provide for a contract with a local security company in Kigali to supplement the staff strength of the security unit at Kigali;

(e) Medical consultants ($122,000) relate to doctor fees and lab fees in respect of services provided to detainees at the United Nations Detention Facility on a per patient basis when assigned by the Medical Officer. Seriously ill detainees often require extensive medical treatment and lab procedures, which often require referral to Nairobi for proper testing. The average cost is $1,000 per month; the requested amount reflects the requirements in respect of six detainees ($72,000) plus the provision for two catastrophic cases ($50,000), which may have to be treated outside the country. So far, two detainees have been identified for possible surgical intervention abroad;

(f) An external audit fee of $47,500;

(g) An amount of $90,300 to provide for auto insurance and contractual services in connection with serious vehicle repairs owing to road accidents or other unforeseen events;

(h) Provision of $44,000 relates to the cleaning and laundry of Security Officer uniforms, driver uniforms and United Nations Detention Facility issue clothes;

(i) An amount of $259,600 is requested to conduct training of staff, specifically in courtroom interpretation techniques, legal terminology for language staff, information technology, operation and maintenance of communications facilities and specialized security and detention training.

Hospitality

60. Based on experience for official hospitality and functions in connection with the plenary sessions, high-level visitors to the Tribunal and other work of the Tribunal, an amount of $4,000 is requested.

General operating expenses

61. The resource requirements of $4,172,300 are broken down below:

(a) Provisions of $1,421,000 under rental and maintenance of premises relate to the following:

(i) Resources in the amount of $1,197,000 would provide for the rental of premises at the Arusha International Conference Centre, including space in the Kilimanjaro Wing, of approximately 7,500 square metres ($405,000); leasing of the Equator Hotel at a central location near the Conference Centre to provide additional space for staff not directly involved in trial hearings ($192,000); a vehicle workshop, a gasoline station and supply parts store in Arusha ($60,000); three safe houses and a private property for the United Nations Detention Facility annex in Arusha and one safe house at Kigali ($120,000); offices at the Amahoro building ($360,000); and the Communications Compound ($60,000) in Kigali;

(ii) A provision of $200,000 is requested under miscellaneous maintenance services to cover the cost of general maintenance of the facilities at Arusha and Kigali, comprising three office buildings, the three courtrooms, the communications compound at Kigali, four safe houses, the detention facility and parking areas;

(iii) A provision of $12,000 is estimated for elevator operation and maintenance (namely three elevators at the Arusha International Conference Centre, which are used by Tribunal personnel and detainees);

(iv) Resources in the amount of $12,000 are requested for cleaning materials and services;

(b) Resources amounting to $370,300 are requested for both Arusha and Kigali, broken down as electricity and water ($153,600) for both the Arusha and Kigali offices and diesel fuel for the generators ($216,700) at the Arusha International Conference Centre, the United Nations Detention Facility and the Kigali offices;

(c) A provision of $1,540,600 is requested for communications requirements. Owing to the location of the Tribunal headquarters, an effective and safe communications infrastructure is essential for the Tribunal staff at different locations. The estimated requirements below make provision for pouch service to The Hague as a new development; an enhanced satellite communications service including Internet; additional telephone/fax lines to distribute incoming documents on urgent and confidential matters more quickly and safely; increases in the number of frequencies utilized by staff undertaking sensitive field missions; and for connecting an additional number of off-site locations to the central system. Details are indicated below:

(i) Pouch and courier services ($60,000);

(ii) International mail ($5,000);

(iii) Rental of space segment on Intelsat for communications links ($591,600);

(iv) Official facsimile and telephone calls, including telephone installations, cellular telephones, local messaging and satellite access ($400,000);

(v) Various frequency rentals and circuits ($100,000);

(vi) Official facsimile and telephone toll charges on Inmarsat ($180,000);

(vii) Internet service at Arusha and Kigali ($108,000);

(viii) Lexis-Nexis subscription ($96,000);

(d) A provision in the amount of $370,400 is requested in connection with protection and support of witnesses, including expenses relating to security escort for witnesses travelling from outside Rwanda, witness support assistants for defence witnesses and relocation costs, among others. The requested amount is based on an estimate of 180 witnesses, 72 of whom are from Rwanda. As regards requirements in respect of the long-term relocation of some witnesses, the experience so far shows that 14 per cent of the witnesses originating in Rwanda request assistance in relocating;

(e) Resources in the amount of $200,000 is requested to cover the cost of missions to transfer detainees to the United Nations Detention Facility following arrests of suspects/indictees. The costs reflect the requirement of leasing one aeroplane for six days. The missions are flown in fixed-wing aircraft, either leased specifically for the purpose, or in extended contract hours in the United Nations airplane;

(f) An amount of $270,000 is requested under miscellaneous services to provide for bank charges ($90,000) for maintenance of the Tribunal's bank accounts, general

insurance ($30,000), the extra freight charges for imported equipment and the services of a freight forwarder ($150,000) to effect clearance, international freight movement and storage and ramp operation, in particular for cargo delivered by sea to Dar es Salaam or Mombasa.

Supplies and materials

62. Resources in the amount of $1,390,300 would provide for stationery and electronic data-processing supplies ($300,000); spare parts and supplies for office and other equipment ($40,000); security and safety supplies, including uniforms ($50,000); audio/video supplies, film and film processing ($45,000); journals, periodicals and library books ($300,000); clothing for detainees and witnesses ($30,000); medical supplies ($50,000); food and ration supplies for detainees ($120,000); and petrol, oils and lubricants for motor vehicles ($455,300).

Furniture and equipment

63. Resources in the amount of $2,833,400 are requested to provide for the following:

(a) Office furniture and fixtures: $150,000. The provision relate to office furniture for the additional personnel at both Arusha and Kigali;

(b) Acquisition of new office automation equipment: $662,500. These include desktop computers ($260,000), laptops ($112,500), printers ($120,000), software acquisition/licensing ($150,000) and specialized hardware such as scanners and storage arrays ($20,000) to service the larger number of staff expected to be recruited in 1999;

(c) Acquisition of communications equipment and spare parts: $632,000. These include hand-held very high-frequency (VHF) radios ($52,000) for additional staff, some customized with encrypted channels for security, witness protection and technical personnel, an upgrade to the private automatic branch exchange (PABX) system to handle multiple locations and larger number of extensions ($300,000), portable video-conferencing package to permit remote access to witnesses, rural telephone links for additional off site locations for the new Detention Facility annex and judges' residences ($80,000), uninterruptable power supply for the third courtroom ($8,000), expansion of the audio-visual system for the courtrooms and the Press and Information Section ($50,000) and communications spare parts and workshop tools ($142,000);

(d) Transport equipment: $758,000. These include purchase of 30 four-wheel drive vehicles, six mini-buses, two forklifts, one cargo truck and one delivery van to strengthen the transport fleets at both Arusha and Kigali and to replace vehicles which are old and beyond repair;

(e) Acquisition of spare parts and tools: $205,900. Provisions relate to transport workshops;

(f) Other office equipment: $350,000. Provisions relate to photocopiers, facsimile machines, dictaphones and shredders, for both Arusha and Kigali;

(g) Security and safety equipment: $75,000. Provisions relate to weapons, ammunitions and uniforms.

Construction, alteration, improvements and major maintenance

64. A total provision of $1,023,600 is requested under this heading for the following purposes:

(a) An estimated requirement of $625,000 is intended to cover additions, improvements or alterations necessary to adapt the additional office space expected from the Arusha International Conference Centre to the requirements of the Tribunal as well as construction of a transport workshop and store and parking areas ($280,000), and to expand the office space at the Amahoro compound with pre-fabricated accommodation for additional staff in Kigali as well as to provide a security fence with appropriate lighting for the same compound ($345,000);

(b) Provision of $398,600 involves the cost of a building and a perimeter wall ($338,600) adjacent to the United Nations Detention Facility within the Tanzanian prison, which could be used by the Tribunal as additional holding cells; and the cost of supplies and materials ($60,000) required for altering the building to individual cells. A formal agreement in this regard is being negotiated with the host Government within the context of the existing agreement between the Tribunal and the Government of the United Republic of Tanzania on the construction and use of the United Nations Detention Facility. Although the number of detainees has not yet reached the limit, the present configuration of the facility has created constraints in meeting the requirements to segregate detainees. Work has begun in 1998 to partition the existing facilities into smaller isolation blocks, which will make it possible to separate the various groups of detainees from each other. Expansion of the United Nations Detention Facility as proposed would result in a cell capacity of 80 units, with five isolation blocks.

Grants and contributions

65. A provision in the amount of $140,000 is requested in respect of the Tribunal's contributions to the operating costs of the Field Security Office at Kigali established by the United Nations Security Coordinator ($80,000), and the United Nations clinic at the same duty station ($60,000), both of which are operated by the United Nations Development Programme (UNDP), the designated agency in Rwanda. The resources required represent the prorated cost based on the number of staff of the Tribunal at the duty station.

Staff assessment

66. Staff assessment costs are estimated at $4,880,800.

IV. Conclusion and recommendations

67. On the basis of the proposals detailed in the preceding paragraphs, it is estimated that resources in the amount of $73,081,300 net will be required for the operation of the International Criminal Tribunal for Rwanda for the period from 1 January to 31 December 1999. An additional amount of $7,531,300 would be required for staff assessment, to be offset by income from staff assessment of the same amount.

68. By its resolution 52/218 of 22 December 1998, the General Assembly decided to assess 50 per cent of the total amount of the resource requirements of the Tribunal for 1998 at the rates applicable to the regular budget and the balance of the requirements after exhausting the unencumbered balances of the Special Account for the United Nations Assistance Mission for Rwanda at the assessment rates applicable for financing peacekeeping operations. With the absence of any unencumbered balances of the Special Account, apportionment of the proposed amount of $73,081,300 net ($80,612,600 gross) would be as follows:

(a) $36,540,650 net ($40,306,300 gross) to be apportioned among Member States in accordance with the scale of assessments applicable to the regular budget of the United Nations for the year 1999;

(b) $36,540,650 net ($40,306,300 gross) to be apportioned among Member States in accordance with the scale of assessments applicable to peacekeeping operations for the year 1999.

69. It may be noted that these budget proposals on a full cost basis (i.e. using 8 per cent and 5 per cent vacancy factors) would require an additional provision of $7,848,100 net ($8,944,400 gross) in the next financial year. On this basis, a full cost budget for the Tribunal, using the proposed 1999 staffing table, would amount to $80,929,400 net ($89,557,000 gross).

Annex I

Budgetary assumptions

1. The proposed budget estimates assume United Nations operational rates of exchange of TSh663:US$1 and RF307:US$1. The post adjustment multipliers have been projected at 34.3 for the United Republic of Tanzania and 32.8 for Rwanda.

2. The overall budgetary estimates of expenditure for the assessed budget are prepared on the basis of gross salary scales. However, the individual submissions by main organizational units of the budget reflect net salary scales (i.e., gross salary less the applicable staff assessment), a procedure that would allow budgetary comparability with other organizations of the United Nations system. In order to reflect gross expenditure levels, the difference between gross and net emoluments, staff assessment, is shown as a separate item in all expenditure tables. The offset amount is shown under the income section of the budget.

3. With regard to the vacancy rate for 1999, 8 per cent for the Professional category and above and 5 per cent for General Service level are proposed for continuing posts and posts included in the proposed 1998 revised estimates while a rate of 60 per cent for Professional and 50 per cent for General Service are proposed for new posts for the year 1999. Further, the budgetary estimates would include information on the estimated annual cost of new temporary posts.

4. Throughout the report, with regard to support posts in Arusha and Kigali, a differentiation is made between those with international service conditions (General Service (Principal level) and General Service (Other level) categories) and those for which local conditions of service would apply (Local level).

Annex II

Voluntary contributions

1. In its resolution 49/251 of 20 July 1995, the General Assembly invited Member States and other interested parties to make voluntary contributions to the Tribunal both in cash and in the form of services and supplies acceptable to the Secretary-General.

2. To date, cash contributions to the Voluntary Fund to support the activities of the International Tribunal for Rwanda amount to $7,571,998. The details are provided in the table below.

Contributor	*Total amount (United States dollars)*
Belgium	2 705 450
Canada	734 850
Chile	1 000
Denmark	43 452
Egypt	1 000
Finland	182 983
Greece	20 000
Holy See	3 000
Ireland	237 704
Israel	7 500
Lebanon	3 000
Netherlands	2 995 531
New Zealand	34 792
Norway	49 983
Spain	150 000
Sweden	68 729
Switzerland	188 024
United Kingdom of Great Britain and Northern Ireland	95 000
United States of America	50 000
Total	**7 571 998**

3. Discussions with several donors regarding contributions to the Voluntary Fund are ongoing. The first contribution in 1998 from the Government of Finland was provided to finance the installation of a fax switching system expected to lead to more efficient handling of communications traffic and the travel of witnesses to give testimony at trial proceedings. Discussion with other donors involve contributions in respect of audio/visual equipment for the courtrooms as well as assistance to projects involving witness support, court records management, advisory services in specific areas and advanced training of staff.

4. Provisions were made in 1998 to finance the personnel for one safe house for witness protection, additional provisions for 1998 included the staffing of the Crime Analyst Unit

and scene-of-crime investigators in the Office of the Prosecutor. In addition, the trust fund resources have also been utilized to continue the regular flight service between Kigali and Arusha, as well as to finance special missions to transfer detainees from the custody of the authorities of Member States to the United Nations Detention Facility and special missions to bring undocumented witnesses from third countries to give testimony at trial proceedings. These provisions will continue in 1999.

5. The other part of voluntary contributions relates to gratis personnel provided by Governments on a non-reimbursable basis. The attached table showing the number of these personnel by nationality indicates that there have been up to 13 secondees during 1998. The estimated value of their services amounts to $1,446,200 for the year on the basis of United Nations standard costs, yielding the associated support costs of $188,000, based on 13 per cent of the estimated value of the contribution. Seven of the existing gratis personnel who arrived in Kigali in August 1998 will remain on board until their terms expire in February 1999. It is estimated that the value of the in-kind contribution from the donation of services of these gratis personnel would amount to $117,000 gross ($102,800 net) in 1999, with the support costs of $15,200 for the same period.

Gratis personnel provided by Governments from 1 January to 31 December 1998

Contributor	*Amount (Thousands of United States dollars)*	*Function*	*January*	*February*	*March*	*April*	*May*	*June*	*July*	*August*	*September*	*October*	*November*	*December*
Canada[a]	316.2	Investigator	0	0	0	0	0	0	0	7	7	7	7	7
Denmark	191.8	Senior Legal Officer	1	1	1	1	1	1	1	1	1	1	1	1
Denmark	83.9	Legal Adviser	1	1	1	1	1	1	—	—	—	—	—	—
Germany	167.8	Legal Adviser	1	1	1	1	1	1	1	1	1	1	1	1
Netherlands	90.3	Legal Adviser	1	1	1	1	1	1	—	—	1	1	1	1
Netherlands	379.4	Investigator	6	6	6	6	6	6	1	1	1	1	1	1
Sweden	108.4	Investigator	1	1	1	1	1	1	1	1	1	1	1	1
United Kingdom of Great Britain and Northern Ireland	54.2	Investigator	1	1	1	1	1	1	—	—	—	—	—	—
Switzerland	54.2	Investigator	1	1	1	1	1	1	—	—	—	—	—	—
Total	**1 446.2**		**13**	**13**	**13**	**13**	**13**	**13**	**4**	**11**	**12**	**12**	**12**	**12**

[a] Funded by a contribution from the Government of the Netherlands.

Annex III

Response to the recommendations of the Advisory Committee on Administrative and Budgetary Questions contained in document A/52/697

Paragraph 22. The Advisory Committee on Administrative and Budgetary Questions is of the opinion that the budgeting of the internal and external audit requirements of the Tribunals should have been better explained in the report of the Secretary-General.

1. The Tribunal budgeted estimated requirements in the amount of $18,400 and $47,500 for cost of audit missions carried out by the Office of Internal Oversight Services and the Board of External Auditors, respectively. The amount requested in respect of the requirements for the Office of Internal Oversight Services includes provisions for travel and subsistence expenses in respect of auditors and investigators involved.

2. The estimates for external audit, which normally include fees, travel and subsistence allowance for external auditors, is set by the Secretariat of the Board of External Auditors.

Paragraph 23. The issue of possible requirements for long-term witness protection does not appear to be adequately addressed in the present budget submission. The Advisory Committee requests the Tribunal to analyse fully the requirements related to witness protection in the next budget submission.

3. The requirements for witness support and protection are based on experience so far, which shows that only 14 per cent of witnesses ask for assistance in relocating following their testimony. Relocation has only occurred within Rwanda. The costs incurred are limited to one time costs and there has not yet been any request for longer term support or protection.

4. As regards witness protection, the longer term solutions are considered to be through the assistance of Member States who can provide safe havens, new identities and long term support through inclusion of the witnesses in their social security programmes. Efforts are being made to secure the assistance of Governments to accept persons desirous of relocation as a protective measure. The implications require careful consideration by policy makers and, accordingly, it is anticipated that the assistance expected from Member States will take time to develop.

5. Using the above-mentioned approach, the cost to the Tribunal of long-term relocation and protection of witnesses is expected to have minimal financial implications. The matter will be kept under review as responses from Member States are received.

Paragraph 23. The next budget submission should also contain an analysis of long-term requirements for incarceration of convicts, including possible solutions.

6. Solutions for incarceration of convicts have been considered since it became obvious that a defendant would plead guilty. Efforts have been made by the President and the Registrar to find Member States that would be favourable to accepting convicts into their national prisons for the enforcement of sentences.

7. Offers have been received from Member States in response to a note verbale of the Secretary-General, though with limited applicability. The solution which is being pursued is the location of a prison facility in one country. The advantage of such solution is that the

conditions for all convicts would be uniform and the facility could be administered efficiently.

8. It is considered best that the facility should be located in a country of the region. While no one country could be deemed to have in its national prison system any facility that would meet international standards, it is anticipated that the facility could be built with voluntary contributions from several Member States.

Annex IV

Requests and justifications for new posts

I. The Chambers

1. Under the current structure, the support staff of the Chambers consists of the Special Assistant to the President (P-2) and six Legal Officers (P-2) and six secretaries (General Service (Other level)). In view of the fact that these staff work under the supervision of the Chief of the General Legal Services and Chambers Support Section, they are proposed to be redeployed to the Registry in the present budget proposals. The support staff for the third Trial Chamber will also be proposed under the new arrangement.

II. Office of the Prosecutor

Immediate Office of the Prosecutor

2. The Prosecutor provides overall executive direction to the Office of the Prosecutor. In addition, she has many official, diplomatic and other high-level contacts with representatives of Member States, international organizations and non-governmental organizations, as well as numerous contacts with the media. Because of the distance separating the Prosecutor from the Deputy Prosecutor and the Registrar, effective coordination and communication with Arusha and Kigali must be maintained by the staff in the Immediate Office. The Prosecutor, based at The Hague, is assisted by an Appeals Counsel (P-5), a Policy Coordinator (P-4), a Press Officer (P-3), one General Service (Principal level) and one General Service (Other level) staff.

Office of the Deputy Prosecutor at Kigali

3. The Deputy Prosecutor has overall responsibility for the management of the Office of the Prosecutor at Kigali. He is also the highest ranking official of the Tribunal in Kigali and has been recognized as an effective liaison with the host Government and Governments of States all over Africa.

4. The current establishment in the Office of the Deputy Prosecutor is one D-2 post for the Deputy Prosecutor, one P-4 post for the Special Assistant responsible for management of the Immediate Office, as well as liaison and coordination with The Hague and Arusha, and two General Service (Other level) posts for secretarial and administrative support.

New post: 1 P-3

5. The Deputy Prosecutor, *inter alia*, scrutinizes indictments and support materials prior to submission to the Prosecutor, represents the Prosecutor in court proceedings and is responsible for briefing the Prosecutor on all judicial activities. With the increase in trial and pre-trial work, it is proposed to establish a post at the P-3 level for a Legal Assistant to the Deputy Prosecutor, who will be responsible for reviewing all legal materials emanating from the Legal Advisers and from the Court in Arusha as well as the Court in The Hague and for making recommendations for action to the Deputy Prosecutor.

Prosecution Division

6. The Prosecution Division is responsible for all the legal work carried out by the Office, which includes drafting indictments, appearing before judges for confirmation proceedings, prosecuting accused before Trial Chambers, attending status conferences before Trial Chambers, identifying additional evidence for trials and appeals, conducting searches for relevant material to be disclosed to the defence, editing materials prior to disclosure if necessary, reviewing material and evidence for the purpose of protecting witnesses, preparing preliminary motions, reviewing indictments, amending indictments and preparing miscellaneous applications for orders from judges or Trial Chambers.

7. The Chief of the Prosecution Division, at the D-1 level, supported by a secretary at the General Services (Other level), is responsible for the management and supervision of the Division, which in 1998 comprises the following three units: the Trial Section, composed of four teams of Trial Attorneys, the Legal Advisory Section and the Team Legal Advisers Unit. For 1999, it is proposed to create a Legal Advisory Section, under the supervision of the Senior Legal Adviser, comprising the two legal advisory units renamed as follows: Prosecution Legal Advisory Unit and Investigations Legal Advisory Unit.

Trial Section

8. The Section is organized into six prosecution teams, each composed of one P-5 Senior Trial Attorney, one P-4 Trial Attorney, one P-3 Assistant Trial Attorney and one P-2 Case Manager. The current professional level staffing of the Section is six P-5, six P-4, six P-3 and six P-2/1 posts. Four General Service (Other level) posts are earmarked to support the work of the Trial Section.

New posts (3 P-5, 3 P-4, 3 P-3, 3 P-2/1)

9. With the third Trial Chamber in operation, six trial teams would be fully engaged in trial hearings, motions and status conferences before the Chambers. It is therefore proposed to increase the number of trial teams by another three in order to actively engage in advanced trial preparation. These teams would work on cases that have reached an advanced stage of review and which need to be ready for trial upon completion of ongoing trials.

10. The resources requested for the Trial Section for 1999 is for nine prosecution teams. Accordingly, the following new posts are proposed: 3 P-5 Senior Trial Attorneys, 3 P-4 Trial Attorneys, 3 P-3 Assistant Trial Attorneys and 3 P-2/1 Case Managers.

11. The experience of 1997 and 1998, when prosecution staff were assigned for periods of less than one year to Arusha, has proved the need for installing the prosecution lawyers at Arusha. The attention of the lawyers prosecuting cases is entirely focused in trial proceedings, all their working files and materials are transferred to Arusha and even installation of family members at Kigali becomes counter-productive to their lifestyle. It is proposed therefore that the Trial Section be relocated entirely to Arusha, thus allowing prosecution staff to bring cases before the Chambers at a moment's notice.

12. Trial Teams which continue to work in preparation of their cases will of necessity require consultations with their colleagues in the Investigations Division or in the Legal Advisory Section. In those instances, the anticipated travel of staff between Kigali and Arusha to allow for consultations in person is expected to be cost-effective when compared to the cost of basing staff at Kigali and sending them to Arusha on assignment to prosecute cases.

Legal Advisory Section

13. The Legal Advisory Section is headed by one Senior Legal Adviser (P-5) supported by one General Service (Other level) post. It is made up of two Units: the Prosecution Legal Advisers Unit and the Investigations Legal Advisers Unit. The Senior Legal Adviser directs the work of the Units and coordinates the legal work of the two units at Kigali with the Legal Advisory staff at The Hague and the trial teams in Arusha, the objective being to establish sound legal positions which are internally consistent from case to case.

14. In addition, the Senior Legal Adviser assists the Deputy Prosecutor by elaborating requests to States for assistance and cooperation and by maintaining liaison with the host Government.

Prosecution Legal Advisers Unit

15. The Prosecution Legal Advisers are responsible for providing advice on the conduct of legal positions taken by the Prosecution, assisting with the final drafting of indictments, for legal research on criminal and international law issues, for backstopping expert witnesses, for managing legal documentation and providing guidance on requirements for the legal library at Kigali.

16. The Prosecution Legal Advisers are assigned as follows: two Legal Advisers at Kigali, supporting the Trial Teams, one at the P-4 level funded by extrabudgetary resources, one at the P-3 level supported by a secretary on a General Service (Other level) post; and two Legal Advisers at The Hague, supporting the Prosecutor, also one at the P-4 and one at the P-3 level. The posts at The Hague assist in research because they provide access to full service libraries or on-line legal services.

New post: 1 P-3; redeployed post: 1 P-4

17. The work of the Prosecution Legal Advisers has increased in 1998, with the pressure to prepare for new trials and also with the work involved in dealing with suspects in detention and arrests of additional accused. The same condition is expected to hold for 1999 which, when combined with the number of trials projected for 1999, point to a need for strengthening the Prosecution Legal Advisers Unit.

18. It is proposed to strengthen the Unit with one P-4 post, redeployed from the soon to be abolished Forensic Unit of the Investigations Division, for a Legal Adviser to provide, together with the existing P-4, guidance to the Trial Teams and to more junior staff of the Unit regarding legal positions to be taken in court. The two posts would be responsible for undertaking legal research to cope with the increasing complexity and volume of the trial workload. A new P-3 post for a Legal Adviser in international law is also proposed. They would provide investigators with expert legal advice and opinions on international law issues, as most investigations increasingly involve complex legal and factual questions concerning, *inter alia*, personal responsibility and command responsibility in crimes of the magnitude of genocide and conspiracy to commit genocide. This type of legal guidance is often required urgently.

Investigations Legal Advisers Unit

19. The Investigations Legal Advisers (formerly Team Legal Advisers Unit) are responsible for providing legal guidance on the collection of evidence to the investigators in the field, direct the taking of evidence, assess evidence collected, including witness statements, and devise the strategy of the case leading to the drafting of the indictment. Investigations Legal Advisers are eventually transferred to a Trial Team to act as co-counsel

to the Trial Attorneys. The nine Legal Advisers posts, currently at the P-4 level, are assigned to work individually with Investigations Teams. The Unit is supported by two General Service (Other level) posts.

New posts: 6 P-3, 1 General Service (Other level)

20. The Investigations Legal Advisers are currently assigned to nine cases, which have reached different stages of completion on the way to trial. In time, they will be involved with selected aspects of the trials of the cases to which they are assigned and will join the respective Trial Teams as co-counsel in Arusha. As the Legal Advisers become engaged with trial proceedings, the Investigations Teams will need legal advisers to replace them. On the assumption that the six trial teams will draw the Legal Advisers away from the field once their trials begin, it is proposed to strengthen the Investigations Legal Advisers Unit with an additional six P-3 posts for Investigation Legal Advisers and one support staff member on a General Service (Other level) post.

Investigations Division

21. The largest component of the Office of the Prosecutor is the Investigations Division. The authorized posts for the Division in 1998 are one D-1 post for the Chief of Investigations, three P-5 posts for Investigations Commanders, 12 P-4 posts for Team Leaders, a total of 73 Investigators comprising 43 P-3 and 30 P-2/1 posts, and 6 General Service (Other level) posts. Of these, 12 P-3 and one P-2/1 posts are financed through the Voluntary Fund.

22. The Division is staffed by experienced criminal investigators and criminal analysts and comprises nine teams under the direction of two Investigation Commanders. The third Commander is assigned to supervise the work of three Units: the Tracking Team, the Crime Analyst Unit and the Forensic Unit.

23. The Investigations Teams have completed work on 41 targets. Investigations are planned on another 50 targets. Not all the results on the 41 targets have been examined, however, owing to the shortage of Legal Advisers, whose number in 1998 is insufficient to deal with ongoing investigations and unanticipated changes in priorities. The arrest of suspects prior to indictment, due to opportunities created by the work of the Tracking Unit, has unexpectedly triggered both investigative and legal work which, under rule 40 *bis*, must be completed within a fixed time-limit.

24. The structure of the Division is satisfactory with two exceptions: the Forensic Unit is no longer operational and the Tracking Unit is understaffed, given the planned increase in its activities. It is proposed therefore to abolish the Forensic Unit and to strengthen the Tracking Unit with additional posts, including redeployment of the posts from the Forensic Unit to the Tracking Unit. Specific proposals are detailed below.

Investigations Teams

25. The Division was reorganized in 1998 to focus the Investigations Teams on different sectors of Rwandan society in 1994. This has allowed flexibility in assignments of personnel and increased efficiency. The teams, which vary in size, focus on targets associated with the Government, the armed forces, the political parties and militias in place in 1994. Specialized teams are investigating the role of propaganda, financing and sexual assault.

26. The current staffing of the nine Investigations Teams consists of nine Team leaders at the P-4 level, 27 investigators at the P-3 level and 27 investigators at the P-2/1 level, augmented by two P-3 extrabudgetary posts provided for scene of crime investigators. The teams are supported by six General Service (Other level) posts.

New posts: 10 P-3, 9 P-2, 4 General Service (Other level)

27. The Investigations Teams continue to face manpower shortages, which in 1998 were partially filled by the provision of gratis personnel from donor Governments. Based on the workload of the four groups listed below, it is estimated that additional staff are needed as follows:

Group 1 is responsible for investigating top government and administrative authorities. Its work has contributed to the arrest of over 15 senior government and political leaders. In order to proceed with the post-arrest investigations in those cases, an additional four investigators (two P-3 and two P-2/1) are requested.

Group 2 is responsible for investigating the military forces. The work to date is reflected in the arrest of 10 senior military personnel. Currently, investigations into 14 targets are ongoing and new investigations are planned, but not yet started, on 15 suspects. An additional four posts for investigators (two P-3 and two P-2/1) are requested in order to deal with the increase in the workload.

Group 3 conducts investigations into political leaders and extremists involving 20 targets, seven of which have been arrested. In order to expand investigations in 1999 to cover all the remaining 13 targets, an additional three posts (two P-3 and one P-2/1) are requested.

Group 4 is assigned investigations of sexual assault. Interviews of over 300 witnesses since 1997 have been conducted. The Group has four investigators, two of whom have been assigned in mid-1998. There is a need to strengthen the Team in 1999 in order to undertake each of the following tasks:

(a) To conclude investigations of sexual crimes in cases proceeding to trial shortly so that amendment of indictments, if deemed necessary, can be brought before the Chambers in a timely fashion;

(b) To interview an additional 300 victims and witnesses for the first time, as well as alleged perpetrators who are known to be in Rwandese jails;

(c) To assist in confirming witness statements;

(d) To continue fact-finding and follow-up, so that the full picture of the extent and nature of sexual crimes committed in Rwanda and neighbouring countries in 1994 can be established.

Because of the urgency of including charges of sexual assault in imminent indictments or preparing cases for prosecution, eight additional posts (four P-3 and four P-2/1) are requested for investigators experienced in crimes involving sexual assault.

28. The secretarial and clerical support to all nine Investigations Teams is provided in 1998 by six General Service (Other level) posts. It is proposed for 1999 that one post be provided to support each of the teams. Accordingly, four new General Service (Other level) posts are requested.

Intelligence and Tracking Unit

29. The Tracking Unit was established in 1997 to develop leads for targets, to handle sensitive sources of information, to evaluate the information as to credibility, including from informants, and to establish guidelines on the use of sensitive sources.

30. In 1998, the Prosecutor issued an internal regulation establishing standard operating procedures to be followed by the Unit, which has established a firm set of guidelines for future operations. The staffing in 1998 comprises one P-4 Team Leader, three Investigators at the P-3 level and two Intelligence Crime Analysts at the P-2/1 level. For 1999, it is proposed that the Tracking Unit be renamed the "Intelligence and Tracking Unit" to better reflect the nature of its activities.

31. The Unit has demonstrated its effectiveness in the past two years. Operation NAKI in Nairobi resulted in the arrest of eight suspected and accused individuals in July 1997. A second major operation, which started in 1997, resulted in the arrests of five suspects and one accused in June 1998 in four separate West African States. Operations of this Unit are directly responsible for the arrest of almost half of the detainees at Arusha. In 1999, the Unit will launch similar operations in order to effect arrests of additional targets.

32. Because of the unique environment in which the members of the Unit operate, having to penetrate a closed community, the evidence to ensure indictment cannot be obtained through conventional means of investigation. In order to achieve its mandate, the Unit must run intelligence and tracking operations throughout the world with the use of sources/agents.

33. The activities planned for 1999 are four missions with targets in different parts of the world. Operational requirements for these missions are described elsewhere. Each mission will be undertaken by a Tracking Team consisting of four investigators at the P-3 level. It is proposed that the Unit be expanded to carry out the four missions planned for 1999.

New posts: 14 P-3, 3 General Service (Other level)
Redeployed posts: 1 P-4, 1 P-3

34. A P-4 post is proposed to be redeployed from the Forensic Unit to create a post of Operational Legal Officer who will be responsible for ensuring that all operational activities are reviewed to meet standards and regulations. The Legal Officer will prepare letters of acknowledgement prior to the use of an agent/source, arrange for special protective measures, be responsible for legal elements related to relocation agreements and for termination notices, the preparation of affidavits and motions and for requesting special protective measures and will assist in obtaining legal documents.

35. A post for a Financial Reviewer at the P-3 level, to be met also by redeployment from the Forensic Unit, is proposed for reviewing the validity of all requests for payment to agents/sources or witnesses of sensitive expenditures, reviewing all expense statements for operational propriety and conformity with policy, controlling all temporary operational cash advances, completing master review statements and categorizing all expenses, and controlling the Special Informant Cash Fund and all special operation cash funds.

36. A new post at the P-3 level for a coordinator for human confidential sources would be responsible for all aspects of agent/sources, including maintaining the central Registry of sources and planning for the protection and relocation of the same individuals.

37. Thirteen additional new posts at the P-3 level are requested for investigators in the Intelligence and Tracking Unit to provide the required number of staff (13 plus existing 3 posts) for four Investigations Teams. The request is based on the work plan for 1999.

38. Three new General Service (Other level) posts are proposed for administrative and secretarial support of the Unit at Kigali.

Crime Analyst Unit and scene-of-crime investigators

39. The staffing of the Crime Analyst Unit is nine P-3 and one P-2/1 extrabudgetary posts. Posts for scene-of-crime investigators are two P-3 extrabudgetary posts. Analysts are an integral part of the investigative process ensuring that the material collected by the investigators is properly reviewed and analysed in order to utilize it in a strategically meaningful way. It is proposed, therefore, that funding of these 12 posts continue in 1999.

40. In order to provide a post for the Chief of Unit, it is proposed that one of the posts be upgraded to the P-4 level. Accordingly, the total staffing of extrabudgetary posts is proposed at one P-4, eight P-3 and one P-2/1 for crime analysts and two P-3 for scene-of-crime investigators.

Forensic Unit

41. The Forensic Unit undertook forensic investigations of mass grave sites to provide physical evidence to corroborate witness testimony, document injuries and identify the cause of death. No forensic investigations have been undertaken in Rwanda during the past two years while members of the Unit were on reimbursable loan to the International Criminal Tribunal for the Former Yugoslavia. Proper conditions under which mass grave exhumations could take place are no longer anticipated. The current post establishment is two P-4 and two P-3 posts, of which one P-3 is extrabudgetary. The Unit is therefore abolished and it is recommended that the three assessed budget posts be redeployed to the Intelligence and Tracking Unit (1 P-4 and 1 P-3) and to the Prosecution Legal Advisers Unit (1 P-4) as mentioned earlier, and the extrabudgetary post be abolished.

Information and Evidence Support Section

42. The Information and Evidence Support Section was established in its present form in January 1998 to receive, process and archive all information, evidence and other material generated by investigators in the course of investigations. The Unit is also responsible for maintaining a database of all evidentially material designed to be used by investigators and analysts for reference and to ensure chain of custody procedures. During the first half of 1998, over 4,200 documents were indexed and entered as images into the database.

43. The Section has undertaken the additional responsibility of supporting the Prosecution Division in locating material when it is required for disclosure obligations to defence counsel. In this connection, a strongroom and viewing room have been established at Arusha to hold the evidence which Trial Teams intend to introduce at trials in order to allow disclosure as required to defence counsel under controlled procedures.

44. The approved post establishment in 1998 is one P-4 Chief of Section, two P-3, two P-2/1 and five General Service (Other level) posts, one of which is at Arusha.

New posts: 5 General Service (Other Level)

45. With the trial teams transferred to Arusha, the Information and Evidence Support Section will need to support the trial teams at Arusha. Requests for information regarding discovery obligations to the defence are expected to increase with the number of trials under prosecution and under preparation. To meet the anticipated demand, it is proposed that two

new information network assistants at the General Service level (Other level) be established in Arusha. One post of a records management officer (P-2/1) at Kigali is proposed for redeployment to Arusha to supervise the Section.

46. The Section will require three new General Service (Other level) posts at Kigali. One new information network assistant is needed to catalogue and analyse the evidentiary material. One additional information network assistant is required to manage the audio/visual and cartographic services for the Investigations Teams. The Systems Development Unit will require, in the light of the overall increase in staff in the Office of the Prosecutor, one additional computer information systems assistant in order to service the technical needs of maintaining and updating the data management system.

III. The Registry

Immediate Office of the Registrar

47. The Registrar, as head of the office at Arusha, is responsible for providing overall executive direction and management to the Registry, for executing various legal functions in support of the Tribunal, as detailed in the Rules of Evidence and Procedure, and for ensuring that the United Nations Regulations and Rules are strictly observed in providing administrative services and support to all three organs of the Tribunal. The Registrar, at the Assistant Secretary-General level, is assisted by a Legal Officer and a Special Assistant, both at the P-4 level. The office counts on one General Service (Principal level) and two General Service (Other level) posts for two bilingual secretaries as well as one Local Level post for clerical support.

48. The Professional staff provide the management level input to the Registrar to evaluate the operations of the Tribunal, assist in the implementation of decisions by ensuring proper coordination and follow-up and assist or represent the Registrar in meetings with government officials in their areas of expertise.

New posts: 1 P-4, 1 Local level
Redeployed post: 1 P-3

49. Additional input to the Registrar is required, however, in the specialized area of gender issues within the Tribunal and regarding measures for supporting female witnesses testifying at trials. A post is proposed at the P-4 level for an adviser on gender issues who would be responsible, *inter alia*, for reviewing current and planned activities of the Tribunal with a focus on gender issues.

50. In addition, the post for Protocol Officer (P-3) is proposed for redeployment from the Press and Information Section to the Immediate Office of the Registrar, as the duties of the post do not involve public information. In addition, one Local level post is required for a Secretary to the Protocol Officer.

Press and Information Section

51. The activities of the Press and Information Section have increased during 1998. The mailing list has doubled, the number of press releases and other performance indicators have also shown increases. Moreover, the additional hearings in the third courtroom with the envisaged occurrence of appeals will account for additional coverage of activities in 1999.

52. In recognition that Tribunal proceedings are of extreme importance in Rwanda, plans are in place to begin transmitting live trial proceedings to Kigali via television. This will enhance the daily radio broadcasts already in place.

53. The current staffing table of the Section consists of one P-4 for the Chief and Spokesperson, one P-3 for the Protocol Officer, one P-2/1 Information Officer and one Local level post for a secretary. The Spokesperson plans the information strategy for the Tribunal, supports the Registrar or the President in press conferences at the Tribunal or on the road and gives press briefings as required.

New posts: 1 P-3, 2 P-2/1, 2 General Service (Other level) and 2 Local level
Reclassification: 1 P-4 to P-5

54. The post of the Spokesman/Chief of Section is recommended for upgrading to the P-5 level. The duties and responsibilities of the post involve primarily formulation and implementation of a public information strategy, coordination of information activities at several offices and full support to all the organs of the Tribunal. The incumbent reports to the Registrar but also deals with the Prosecutor and the President as required.

55. To accomplish the projected level of activity in 1999, three additional Professional posts are required for Information Officers. A P-3 post is requested to develop and implement concrete projects for dealing with the media, following the strategy set by the Spokesman. The post would also be responsible for hosting visiting reporters to the Tribunal and preparing written public information materials for the Tribunal.

56. One new P-2/1 post is requested to provide the capacity for the development of Tribunal news items in Kinyarwanda for publication in Rwanda. The material would be developed and targeted for consumption by the Rwandese population. The other P-2/1 post is proposed to manage public information activities at Kigali, in order to maintain a link with the Rwandese population.

57. The four new support posts are for the following:

(a) One General Service (Other level) post for an editorial assistant is requested for the preparation of all publications issued by the section;

(b) One General Service (Other level) post for a bilingual secretary to assist in translating, correcting and typing text in Kinyarwanda;

(c) One Local level post for a photojournalist to handle all matters pertaining to photographs and films on the activities of the Tribunal and to provide assistance for photographic and film exhibitions;

(d) One Local level post for an information assistant at Kigali. In this instance, the familiarity with the country's history and language is essential to assist the Information Officer in the work of the office.

Judicial and Legal Services Division

58. The Deputy Registrar is responsible for managing all court-servicing activities, including court management, witness support and protection, assignment of counsel and chambers support. In addition, the Deputy Registrar is responsible for ensuring that conditions of detention meet international standards, observing the proper balance between orderly management of detention and the rights of the accused and deputizes for the Registrar.

Immediate Office of the Deputy Registrar

New post: 1 P-3

59. The staffing of the office consists of one D-1 post for the Deputy Registrar and one Local level post for a Secretary. The volume and complexity of work, as well as its confidential nature, call for increased staffing and enhanced skills. It is proposed therefore that the office be strengthened by one P-3 post for a Legal Officer who would be mainly responsible for coordinating special projects on behalf of the Deputy Registrar, assist in elaborating new policy directives for the Division and evaluating recommendations from section chiefs for consideration by the Deputy Registrar.

Court Management Services Section

60. The section is responsible for providing the legal and technical servicing at the hearings or conferences of all three courtrooms and for maintaining a central court records management system. The staffing of the section comprises 1 P-5 post for the Chief, 2 P-4 Legal Officers posts, 3 P-3 Courtroom Officer posts, 24 General Service (Other level) posts for Court Reporters, 2 General Service (Other level) and one Local level posts for secretarial and clerical support, 2 General Service (Other level) posts for Archives and Records Assistants and four Local level posts for Records Clerks and Courtroom Assistants.

New posts: 1 P-3, 1 P-2/1 and 1 Local level
Redeployed post: 1 Local level

61. In respect of servicing the third courtroom, it is proposed that one General Service (Other level) post, included in the revised estimates for 1998 for a Courtroom Assistant, be redeployed to the General Legal Services Section and be replaced by a new Local level post for similar functions.

62. The Registry is also responsible for taking custody of all the evidence turned in by the parties at trial proceedings and producing it as needed. For this purpose, a new P-2/1 post is requested for an Evidence Custodian.

63. Furthermore, the Court Records Unit is responsible for receiving, archiving and accessing all court records on behalf of the Registrar; ensuring that records subject to non-disclosure provisions are adequately protected; and developing systems for electronic filing of court records. Accordingly, a new post at the P-3 level is requested for an Archives Officer and a Local level post for a Records Clerk is proposed to be redeployed from the Witness and Victims Support Section.

64. In this regard, there are two related new developments in 1998. The Registrar established a Task Force to coordinate the transfer of all court records not subject to non-disclosure from the Court Management Section to the International Criminal Tribunal for Rwanda Internet Web site. The subject of electronic filing is under review for establishing a state-of-the-art system to meet the archives requirements of the Tribunal.

65. The section is also responsible for dealing with national authorities on behalf of the Registrar for the execution of arrest warrants. This function involves coordination with government officials and the Office of the Prosecutor, as well as travel to secure the transfer of persons arrested by Member States in response to the warrants and the related court orders.

Witness and Victims Support Section

66. The work of the section was expanded in 1998 when the judges decided at the fifth plenary meeting in June to provide long-term counselling and support to victims and witnesses of the Tribunal. The immediate impact on the workload in 1998, however, came from the need to bring defence witnesses to trials, which is a new development. In these instances, the transfer of witnesses to Arusha is complicated by the fact that they are likely to be found living outside of their countries of origin without resident visas.

67. The Section is based at Arusha. A Unit has been established at Kigali in 1998 to assist in supporting prosecution witnesses from the start of their journey and on their return, as well as to provide secure arrangements in respect of defence witnesses living in Rwanda.

68. The work of the Section is conducted in three areas, namely, the courtrooms, safe houses and the field. The Chambers rely on the Section to ensure the appearance of witnesses at trials, as well as to recommend and to carry out appropriate protective measures in those instances where the safety of the witnesses is considered at risk.

69. While in the custody of the Registrar, witnesses receive all the physical support necessary for their stay. They are accompanied 24 hours a day by assistants who speak their own language and who are charged with ensuring proper care and assistance, particularly in the provision of medical care in unforeseen emergencies. A draft policy regarding reimbursements for lost wages is under consideration by the Registrar and will be issued shortly.

70. The staffing of the section at Arusha consists of one P-4 post for the Chief, two P-3 posts for Field Movements Officers and two P-2/1 posts for Witness Support Officers. These are further supplemented by nine posts at the General Service (Other level) for Witness Support Assistants, five Security Service posts to assist in protection at safe houses and on the road, 10 Local level security officer posts and 22 Local level posts. Of these, 24 posts are financed from the Voluntary Fund, namely, the 2 P-3, the 2 P-2/1, 3 General Service (Other level) and 5 Local level security officer posts in addition to 12 Local level posts.

71. The Office at Kigali, fully financed from the assessed budget, is staffed with one P-3 post for the Chief of the Unit, who is also a Field Coordinator, one P-2/1 post for a Witness Support Officer, one General Service (Other level) post for an Administrative Assistant/Bilingual Secretary, three international Security Service posts and four Local level support posts.

72. The number of witnesses for the projected six trials is anticipated at 30 per case, totalling 180 for the year. The task of providing appropriate protection and support is labour intensive, often requiring both the Professional and support staff to accompany witnesses on their travel and overnight stays.

New posts: 3 General Service (Other level), 2 Security Service
Redeployed post: 1 P-2

73. The additional requirements for Arusha for the Section consist of one additional P-2/1 post for a Witness Protection Officer to be met by redeployment from the Personnel Section, and one General Service (Other level) post for an Administrative Assistant to take full charge of the administrative details in respect of three safe-houses, as well as to ensure the confidentiality of all the related records.

74. As regards the additional requirements at Kigali, two General Service (Other level) posts for Witness Support Assistants and two international Security Service posts are requested to allow the Section to undertake field missions in Rwanda and to maintain a safe

house in Kigali. As an offsetting reduction, one Local level post is proposed for redeployment to the Court Management Section.

Lawyers and Detention Facilities Management Section

75. The Section is responsible for providing the channel for communications with all defence attorneys, for the assignment of counsel to indigent detainees and for monitoring the conditions of detention and, ensuring that appropriate recommendations for necessary changes are provided to the Registrar. Judicial developments involving the first two sentences being handed down in September 1998 add to the workload of the Section. It will now be responsible for monitoring the enforcement of sentences and attending to the affairs of prisoners serving their sentences. It will be responsible for liaising with the host Governments which provide prison facilities for this purpose.

76. The population at the United Nations Detention Facility is presently 32 detainees, of which two are suspects. Representing these individuals are 27 lead counsels, 14 co-counsels, and 31 investigators and assistants. One additional detainee is held in the United States of America, pending completion of legal action to transfer him to the Detention Facility at Arusha. It is anticipated that the population will grow in 1999, with up to seven detainees being arrested and transferred to Arusha by end of 1998 and another 14 being transferred in 1999.

New post: 1 P-3

77. The staffing of the Section comprises one P-4 for the Chief, one P-3 extrabudgetary post for a Legal Officer, one Principal Level post for a Legal Assistant in charge of detainee affairs, two General Service (Other level) posts for an Administrative Assistant in charge of lawyers' billing and a bilingual secretary, and one Local level post for a clerk/typist. It is proposed that one new P-3 post for a Legal Officer be provided on account of the work involving enforcement of sentences.

General Legal Services and Chambers Support Section

78. The section is responsible for providing legal research in connection with advice to the Registrar and for directly supporting the work of the Chambers, primarily by assisting in the drafting of court orders, confirmation of indictments, judgements and decisions. During 1998, the first judgement by the Chambers, in the case of the *Prosecutor versus Akayesu*, gave a clear indication of the magnitude of the work involved, as well as of the necessary resources. In order to support the work of the Chambers in 1999, when more judgements are anticipated, and in quicker succession, the support to the Chambers needs to be strengthened by more senior legal staff who can direct the research and drafting activities of a team comprising legal officers, legal assistants and jurist linguists.

79. The current staffing of the Section consists of one P-5 post for the Chief, two P-4 posts for legal officers, one of which is funded from extrabudgetary resources, one P-3 post for a legal research officer, two General Service (Other level) posts for secretaries and one Local level post for clerical support.

New posts: 2 P-4, 3 P-3, 1 P-2/1, 2 General Service (Other level)
Redeployed posts: 10 P-2/1, 10 General Service (Other level)

80. It is proposed to strengthen the support to the Trial Chambers with three new legal officer posts at the P-3 level assigned to clerk the daily proceedings at each Chamber and who would participate in the drafting team of the Trial Chamber when judgements are

rendered. In addition, one P-4 post would be required for a jurist/linguist to assist also in the drafting of judgements and other legal documents issued by the court to ensure that the legal content of language is the same in both working languages of the Tribunal, and two General Service (Other level) posts for bilingual French/English typists to support the work of drafting teams, one of which is to be met through redeployment from the Court Management Services Section.

81. To bring the structure of the Chambers support in line with the actual supervisory responsibility, it is proposed that all existing posts supporting the Chambers (10 P-2, 9 General Service (Other level)) be consolidated in this Section by redeploying them from the Chambers to this Section in the Registry.

82. The President of the Appeals Chamber has requested the provision of legal officers to support the work in respect of the International Criminal Tribunal for Rwanda in the Appeals Chamber at The Hague. In this regard, a post for a legal officer at the P-4 level, one for an associate legal officer at the P-2/1 level and a General Service (Other level) post for a secretary are requested.

Legal library

83. The legal library was reorganized in 1998 as a separate unit of the Judicial and Legal Services Division, reporting directly to the Deputy Registrar. The approved staffing table consists of one P-2 for an Associate Librarian and one Local level post for a secretary. The Librarian will supervise the operation of the legal libraries at both Arusha and Kigali, in order to ensure the highest standard of service at both locations.

84. During 1998, the Tribunal began subscribing to Lexis-Nexis, an on-line legal service which provides access to the legal reference material required by lawyers for research. The service will be introduced at both locations before the end of 1998. Likewise, new subscriptions for access to Internet were started at Arusha and Kigali, in order to address the requirements of lawyers and other users for this service, which also includes access to legal databases, vendor products, price quotations and daily news events.

85. A substantial number of legal reference books were donated by a non-governmental association in Canada and more material has been offered for the legal library. With the librarian on board, it is now possible to plan an appropriate collection of books, periodicals and reference books.

New posts: 1 P-2/1, 1 General Service (Other level), 1 Local level
Reclassification: 1 P-2/1 to P-3

86. To further build on the work of 1998, it is proposed that the P-2/1 post authorized for 1998 for an Associate Librarian at Arusha be upgraded to the P-3 level in view of the responsibilities for the libraries at both Arusha and Kigali. The library should be further strengthened by the addition of one new General Service (Other level) post for a Library Assistant, who would be responsible for assisting all library users in making productive use of the resources. A new P-2/1 post is requested for an Associate Librarian at Kigali and one Local level post for a Library Assistant. Because of the specialized knowledge required, the Librarian at Kigali will report to the Librarian at Arusha.

Division of Administration

Office of the Chief of Administration

Reclassification: 1 P-3 to P-4
Redeployed post: 1 General Service (Other level)

87. The Chief of Administration is responsible for management of the Division and strategic planning of services and support to all the organs of the Tribunal. The staffing of the office comprises one D-1 post, one P-3 post for an Administrative Officer, two General Service (Other level) posts and one Local level post for secretarial support.

88. It is proposed that the office be strengthened by reclassifying the P-3 Administrative Officer post to the P-4 level to formally assume the programming and budgeting functions by assisting the Chief of Administration in preparing the annual budget, monitoring programme budget performance, anticipating requirements in respect of new goals or priorities, preparing formal presentations of projects and cost plans, in consultation with substantive units, for consideration by donor Governments, administering the staffing table, maintaining panels of certifying officers and issuing internal allotments to certifying officers, and advising senior management of potentially significant variances in programme delivery or resource utilization with appropriate recommendations. The Administrative Officer will be supported by a Budget Assistant whose General Service (Other level) post will be redeployed from the Finance Section.

United Nations Clinic at Arusha

89. The experience at Arusha concerning the availability of medical care has been reviewed by the United Nations Medical Service and by the United Nations doctor at Dar-es-Salaam. Both concluded that a United Nations Clinic is necessary at Arusha in order to assist staff in determining the proper provider of medical care, as the facilities of medical providers at Arusha, both medical practitioners and pharmacies, are not able to provide appropriate care, especially in cases of medical emergency. The choice of staff for securing medical care is Nairobi. During the past eighteen months, there has been a medical evacuation every month from Arusha to Nairobi.

90. The Medical Service also considered other uses for the United Nations Clinic if one were established at Arusha. In this regard, the medical officer at Arusha would be authorized to approve medical clearances of successful candidates for vacancy announcements, both locally recruited and international. He/she would also be responsible for evaluating the state of health of new detainees and determining the best medical provider for their health needs, either at Arusha or elsewhere.

New posts: 1 P-4, 1 Local level
Redeployed post: 1 Local level

91. The requirements of the clinic are initially established at one P-4 post for a medical officer, reporting directly to the Chief of Administration, and two Local level posts for a nurse and a receptionist, one of which is to be met through redeployment of a Local level post originally established for the Medical Unit in the Personnel Section. The nurse would be primarily responsible, under the supervision of the Medical Officer, for attending to the routine medical needs of the detainees, such as taking blood and other samples for lab tests, administering medicines and keeping records. The Medical Officer would work primarily at the Clinic and visit the United Nations Detention Facility periodically, consult frequently with medical providers and evaluate their capacity to service the needs of the Tribunal.

Personnel Section

92. The Personnel Section delivers three services: recruitment, staff servicing and training. Since the delegation of authority on human resources matters in 1997, recruitment has proceeded faster than before. There are, as of September 1998, 187 cases under recruitment for Arusha and Kigali, and the addition of the third Trial Chamber will require further urgent action. There is also high turnover of staff resulting in the need to replace experienced staff.

93. On the other hand, with the progress in recruitment, the workload of staff servicing has increased in 1998 and will continue into 1999. This is especially felt in the annual requirement to extend appointments of staff on board because the posts are approved on an annual basis. Support at the duty station to new staff, who often need assistance in settling down, finding schools or becoming familiar with local services, will be offered in the near future.

94. The approved staffing for the Section is one P-5 for the Chief of Section; three posts at the P-3 level for a Recruitment Officer, a Personnel Officer (Staff Servicing) and a Training Officer; one P-2/1 post; one General Service (Principal level) and three General Service (Other Level) posts for Personnel Assistants; and four Local level posts for clerical support.

New posts: 2 General Service (Other level)

95. One new General Service (Other level) post is proposed for the Recruitment Unit in order to utilize experienced staff who would be charged with ascertaining entry level offers for successful applicants and dealing with applicants in writing or on the telephone to clarify complex provisions of the Staff Rules.

96. Another new General Service (Other level) post is requested for a personnel assistant in the Staff Servicing Unit to deal with the workload as the number of staff on board increases, the emphasis being, in this instance, on processing routine but numerous personnel actions.

97. With the establishment of the United Nations Clinic, the P-2 post originally approved in 1998 for a nurse is proposed to be redeployed to the Witness and Victims Support Section.

Finance Section

98. The Finance Section is responsible for the general accounts, processing the local payroll, paying the local portion of international salaries, making payments to vendors and settling claims from staff.

New posts: 2 General Service (Other level)

99. The approved post establishment comprises one post at the P-5 level for the Chief of Section, one P-4 post for the Chief Accountant, one P-3 post for the Chief of Payments Unit and one P-2/1 for the Chief of Payroll. In addition, nine General Service (Other level) posts are provided for Finance Assistants and two Local level posts are provided, for a Secretary and a Finance Clerk. To strengthen the section in order to absorb the anticipated workload, one General Service (Other level) post is proposed for a Finance Assistant in the Payments Unit to deal with settling invoices and claims. Another General Service (Other level) post is requested to support the Payroll Unit in the light of the increase in the number of staff in 1999.

100. Meanwhile, two General Service (Other level) posts for a Budget Assistant and a System Support Assistant are proposed for redeployment to the Office of the Chief of Administration and to the General Services Section, respectively.

General Services Section

101. The General Services Section, comprising the Procurement and Contracts, Transport, Communications and Information Technology/Management Information System, Buildings Management and Other General Services Units, including travel, air operations and the central registry, was created in 1998 to combine all the general services under one manager. The Chief of the Section is at the P-5 level, supported by one Local level secretary.

Procurement and Contracts Unit

102. The Procurement and Contracts Unit is responsible for all the international and local purchasing in support of all activities of the Tribunal, with the exception of local purchasing at Kigali. The workload of the Unit has been high since its inception owing to the urgency of requirements, the complexity introduced into the procurement function by the diversity of goods and services and the need to resort to international purchasing because of the scarcity of high quality goods and services locally.

103. A backlog of procurement actions has further affected the ability of the Unit to respond timely to new requisitions. In the light of experience, it is necessary to strengthen the Unit in 1999 to cope with the level of activity, which will not decline in the foreseeable future.

104. The approved staffing table for the Unit consists of one P-4, one P-3, one P-2/1, one General Service (Other level) and five Local level posts, of which two are financed from the Voluntary Fund.

New posts: 1 General Service (Other level)

105. For 1999, it is proposed to maintain the same number of Professional level posts. The P-3 procurement officer will supervise the international vendors group and attend to all Headquarters Contract Committee cases, while the P-2/1 associate procurement officer will deal with local procurement with the assistance of a procurement clerk. Owing to the need to evaluate numerous international bids and to deal directly with vendor representatives over the telephone, it is proposed to strengthen the Unit with one General Service (Other level) post for a procurement assistant.

Buildings Management Unit

106. The Buildings Management Unit is responsible for the general maintenance of premises, including minor repairs, cleaning and accommodation of staff in appropriate working areas. Owing to the need to adapt premises to the needs of the Tribunal, the Unit is also responsible for alterations, some of which involve major changes to existing premises. The Unit's responsibility was expanded in 1998 to include the continuing construction work at the United Nations Detention Facility.

107. During 1998, the Unit is responsible for courtroom construction, which involves the re-design of the second courtroom and completion of the design for the third. In addition, the Unit has developed plans for the Press Centre and new office space for the Press and Information Section.

108. Because of the urgent need to continue to provide accommodations for all staff and the defence counsels, the Unit's workload will remain at a high level of delivery during 1999, as new projects emerge to meet changing circumstances.

109. The staffing of the Unit comprises one P-3 post for the Chief, one Associate Buildings Management Officer at the P-2/1 level, one Local level post for secretarial and clerical support, and 13 Local level posts for one architect, one draftsman, two engineers and nine manual workers.

New posts: 1 General Service (Other level), 8 Local level
Redeployed posts: 4 Local level

110. In order to meet its increasing workload and its complexity, a new General Service (Other level) is requested for one Buildings Management Assistant to supervise the maintenance of electrical and other equipment on the premises.

111. Furthermore, in order to provide the personnel required to adequately fill the support functions at two locations, the Unit requires an additional 12 Local level posts, four of which would be redeployed from the Language and Conference Services Section. This would increase the number of support personnel to 26, which would be deployed as follows:

(a) One Architect and one Draftsman;

(b) One Buildings Management System Supervisor and five manual workers;

(c) One cleaning supervisor and ten cleaners to cover the doubled space at the Arusha International Conference Centre and a new location;

(d) One Maintenance Engineer and five craftsmen, including an electrician, a plumber and a carpenter to perform minor alterations and repairs;

(e) One civil engineer assigned to the Detention Facility.

Communications and Information Technology/Management Information System Unit

112. This Unit is responsible for provision of satellite communications, information technology, emergency power generation and technical support to courtroom proceedings, as well as the plenary and other meetings.

113. During 1998, the Unit introduced access to Lexis-Nexis, Internet and e-mail. The Unit also assisted in establishing the Tribunal's home page on Internet. Before year-end, an internal network linking Arusha Headquarters with the United Nations Detention Facility will be in place. In addition, separate domains will be established on a server for the use of witness and victims protection and the courtroom archives in order to ensure controlled access for confidential records.

114. Another development planned for implementation in 1998, which depends on successful negotiations with a donor, is the installation of audio and video equipment in all three courtrooms.

115. The programme of work for 1999 includes major initiatives in several areas. Plans are under development for new systems or computerized databases for court records management, the central Registry, procurement and witness protection, among others. In addition, the electric power supply to the Tribunal at the Arusha International Conference Centre needs redesign and rewiring. The increased demand for electric power caused by more staff and use of new equipment tends to overload the system and could lead to risk of a major breakdown. The private automatic branch exchange telephone system likewise

needs expansion and enhancement to meet the requirements of more offices, more staff and multiple locations at Arusha.

116. The authorized staffing of the Unit for 1998 comprises one P-4, one P-3, three P-2/1, two General Service (Other level) posts, eight Field Service posts, and 12 Local level posts. Of these, the P-3, the two P-2/1, the two General Service (Other level) and two Local level posts are earmarked to Information Technology/Management Information System functions.

117. The additional requirements reflect needed improvements in the delivery of systems analysis and programming services, enhanced Information Technology/Management Information System response to users, courtroom support and telecommunications infrastructure.

New posts: 9 Field Service
Redeployment: 1 General Service (Other level)

118. In order to strengthen the Information Technology/Management Information System function, it is proposed to redeploy one General Service (Other level) post from the Finance Section for an Assistant Programmer to support the two current P-2 System Analysts/Programmers in applications development. Together, they would address the need for developing applications and databases for users, make recommendations for appropriate software packages to match the needs of lay-users and assist in operating the applications installed at the International Criminal Tribunal for Rwanda.

119. In communications area, including servicing of the audio/visual equipment in the courtrooms, the following new posts are proposed:

(a) One Field Service post for a private automatic branch exchange system switching technician to maintain the telephone switching system, which has become more complex with the serving of multiple locations and an increased number of extensions;

(b) One Field Service post for a communications technician to strengthen the communications room, which is currently understaffed, and to perform help desk functions;

(c) One Field Service post for an audio/visual engineer to maintain the system and equipment in three courtrooms;

(d) Six Field Service posts for three teams of audio/visual technicians (of two each) responsible for operating the equipment in each courtroom.

Transport Unit

120. The transport fleet operated by the Transport Unit is essential because of the location of the Tribunal offices at Arusha and Kigali. The reasons for the size of the fleet are explained by the need to provide secure and reliable transportation to high-level officials and all staff of the Tribunal because of the absence of well-developed public transport systems; to facilitate the work of certain operational areas in the course of their duties, such as security, buildings management or witness protection, which often require travel on rough roads over long distances; or to assist staff and visitors when arriving to or departing from the duty station.

121. The high cost of out-sourcing the maintenance and repairs of vehicles in Arusha requires the establishment of one vehicle maintenance workshop and a spare parts store, a new development which is planned for 1999. The size and diversity of the fleet requires constant attention to ensure that the vehicles are roadworthy, properly registered with authorities and insurance companies and properly administered with regard to maintenance intervals and utilization.

122. The approved staffing table for 1998 comprises one P-3 post for the Unit Chief and 24 Local level posts, including the secretary to the Chief; four dispatcher and assistant dispatcher positions, which also double up as drivers; one fuel pump attendant; and 18 driver positions.

New posts: 2 Field Service, 16 Local level

123. In order to staff the vehicle repair workshop and the spare parts store, two Field Service posts for the Chief Mechanic and the Store Supervisor are proposed. In addition, six Local level posts are required for one spare parts store clerk, three mechanics, one auto electrician, and one clerk/attendant to receive vehicles for service.

124. With regard to drivers, due to the work requirements both during working days and weekends, the current number of drivers is not sufficient to meet all requirements without heavily relying on temporary assistance. It is, therefore, proposed to increase Local level posts for drivers by 10.

Other General Services Unit

125. This Unit is responsible for the delivery of travel services, including air operations, which provides air travel service between Kigali and Arusha primarily to ensure the transport of witnesses from Rwanda, travel of staff and consultants, visas and shipping, claims and local Property Survey Board, the central Registry and pouch, property, control and inventory, receiving and inspections and internal reproduction. The staffing table for the group consists of one P-3 post for the Chief of Unit, seven General Service (Other level) posts for assistants in air operations, registry, travel, receiving and inspections, visas and shipping, as well as two posts to service the local Property Survey Board and 10 Local level posts for support functions.

Security Services Section

126. The work of the Security Services Section expanded into new areas in 1998, involving close support of witnesses and detainees while travelling between other points and Arusha. These ad hoc missions are strictly the responsibility of the Registry, and must be supported by the Section in order to ensure safe and timely passage. Special occasions involving the presence of highly visible participants at trials require above average security measures which tax the present capabilities of the section.

127. The Section is presently composed of the post for the Chief of Security at the P-5 level, who also has supervisory responsibility over the Security Section in Kigali, two P-3 posts, one for the Chief of Security at Headquarters and one for the Commander at the United Nations Detention Facility, 30 Security Officer posts and 35 Local level security officer posts.

New posts: 3 Security Service, 27 Local level Security, 6 Local level

Arusha:

128. New post requirements at Arusha are targeted to strengthen the close support team, courtroom operations and security at both the Arusha International Conference Centre and the United Nations Detention Facility. Two new Security Service posts, 27 Local level Security Officer and 5 Local level posts for watchmen are proposed as follows:

(a) With the present population of detainees and the anticipated increase, it has been determined that two additional Security Service posts and two additional Local level Security Officer posts are required at the Detention Facility during the daytime shift;

(b) The experience at the Detention Facility shows that some detainees must be separated from the main population, which consists of indicted persons. Those requiring isolation from the rest are mainly unindicted persons, but also include persons who may be prepared to plead guilty and who therefore fear intimidation by the population at large. This has necessitated the opening of an off-site annex to the Detention Facility where these persons can be guarded. A total of seven Local level Security Officer posts are requested for the annex. These officers would also be supported in their duties by Tanzanian prison officers guarding the perimeter;

(c) Security at the Tribunal headquarters needs to be strengthened with 18 Local level Security Officers to cover on a shift rotation the additional space planned to be available at the Kilimanjaro Wing and at a new location leased during 1998 to relieve overcrowding;

(d) Five Local level posts are required for night watchmen to guard the gasoline station, transport workshop and auto parts store.

Kigali:

129. The Security Section in Kigali is organized to provide direct support to investigators in the field with four Field Security Teams, and to ensure proper safeguarding of staff and property at two locations with four rotating shifts.

130. The Section is the largest and only organized United Nations security group in Rwanda. As such it contributes substantially to the work of security coordination on the ground.

131. The approved staffing of the Unit comprises one P-4 post for the Chief of the Unit and 36 posts for security officers. For 1999, one new security service post is requested for the Pass and Identification Office to implement a new, tamper proof, identification system. One Local level post is also proposed for secretarial support of the Unit.

Language and Conference Services Section

132. The Language and Conference Services Section is responsible for providing interpretation and translation services in English, French and Kinyarwanda. In the case of translation, the workload for 1998 increased by 67 per cent over the activity of 1997 and it is expected to increase by 46 per cent in 1999.

133. As regards interpretation, the requirements are based primarily on the number of teams needed to service the trial sessions. In this instance, the increase in workload refers strictly to the creation of the third Trial Chamber. There is a need to plan how to deal with the expansion in the workload and to consider ways of enhancing the quality of the output. For this purpose, the section needs strengthening to provide revision, simultaneous interpretation in Kinyarwanda, proofreading and control of documents and typing services.

134. Since it is anticipated that the three courtrooms will require three interpretation teams, the requirements in this area are estimated at 12 English interpreters, 12 French interpreters and 6 Kinyarwanda interpreters. This allows one team of four interpreters per courtroom for English and French, and one team of two interpreters in Kinyarwanda. Although it is required to staff each team with four interpreters, the limited number for Kinyarwanda

reflects the difficulty experienced in recruiting native speaking language staff with skills in simultaneous interpretation or translation.

135. Notwithstanding the expectation of increased workload in the Chambers, it is projected that one-half of the interpreter days programmed for court sessions will be available for translation of documents. That is approximately 116 working days per interpreter. As a result, only the net requirements in regard to translation are reflected in the proposals below.

New posts: 3 P-4, 12 P-3, 6 General Service (Other level), 8 Local level
Reclassification: 4 P-2/1 to P-3, 2 P-3 to P-4

Arusha:

136. The section is staffed with 29 posts at the Professional level and nine posts in the General Service and related categories. There is one P-5 post for the Chief, one General Service (Other level) post for a bilingual secretary for the Chief, one P-2 post for the Documents Control Officer and one General Service (Other level) post for the Documents Control Assistant. In addition, there are seven P-4 posts and six P-3 posts for interpreters in English and French; one P-4, nine P-3 and two P-2/1 posts for French and English translation; two P-3 posts for Kinyarwanda translation; three General Service (Other level) posts for the typing and editing pool, which are assigned to the French and English typing pools; and four Local level posts.

137. In order to meet the anticipated workload in interpretation, an additional 17 posts are required at the P-3 level. Five of those posts are being redeployed from the Translation and Revision Unit. Accordingly, 12 new posts at the P-3 level are needed, of which six are for Kinyarwanda interpreters.

138. The workload of French and English translation is estimated at 22,000 pages for the year. Based on the experience of 1997 and 1998, it is anticipated that interpreters will be able to spend 116 days of the year on translation per staff member. Accordingly, there is no increase required in this area. However, two P-2/1 posts for translators are requested for upgrading to P-3 in order to permit the recruitment of more experienced staff.

139. Two new P-4 posts are requested for one French and one Kinyarwanda reviser needed to enhance the quality of the output in the two languages.

140. Additional requirements for support staff in 1999 relate to the provision of three General Service (Other level) posts for two Kinyarwanda typists and one bilingual reference assistant. To partially offset the proposed increase, the four Local level posts are being redeployed to the Building Management Unit.

141. In the Kinyarwanda language, the bulk of work is found in Kigali, where all the original evidentiary material is collected and located. However, the need for Kinyarwanda is being felt more and more at Arusha, in support of trial proceedings and in support of the Trial Teams of the Office of the Prosecutor.

142. All interpretation work is performed sequentially in the courtroom by language staff on mission from Kigali. Two posts are provided for translation which, due to past difficulties in recruitment, have not always been filled. Accordingly, language staff on mission from Kigali have been providing translation services as well.

143. There has not been any revision up to now because of the lack of senior staff at Kigali, which would have been the only source. Translations of court transcripts into Kinyarwanda is now expected as a regular requirement owing to requests from the detainees.

144. The Tribunal intends to seek experienced language staff with knowledge of Kinyarwanda. Recent efforts at recruitment of Kinyarwanda language staff through newspaper advertisements are very encouraging. Accordingly, there is a strong possibility that posts provided for Kinyarwanda will be filled.

Kigali:

145. The notable development in 1998 was the administration of language tests to the Kinyarwanda language staff, involving translations into French and English from Kinyarwanda and vice versa. The success of the staff, as shown in their scores, was very encouraging. Their proficiency in English and French needs to be re-evaluated, however, to determine whether or not they could be fully upgraded to the Professional level.

146. Due to the need to continue supporting the requirements in Kinyarwanda at Arusha, the capacity of the Section to proceed with transcription of *Radio Télévision Libre Mille Collines* tapes in Kinyarwanda and translation to French or English was limited. The plans to strengthen the section at Arusha will decrease the pressure on the Section at Kigali.

147. There is a need to strengthen language services at Kigali in all three languages to improve the quality of translations, to provide appropriate typing support to translators and to provide transcribing services in Kinyarwanda. Currently, there are 1 P-4, 7 P-3 and 18 P-2 posts in the Section.

148. Three additional posts are needed at the P-4 level for revisers in English, French and Kinyarwanda. For this purpose, it is proposed that one new post be provided for a Kinyarwanda reviser and that two P-3 translator posts be upgraded to P-4. This provision would ensure that senior level language staff are available to improve the quality of translation in their respective language. In the same vein, it is proposed that two of the P-2/1 posts for English and French interpreters be upgraded to P-3, in order to permit the recruitment of more experienced language staff for Kigali.

149. The Section does not have any support staff or typing assistance at Kigali. Until now, translators are responsible for typing their own work, which tends to slow down the delivery of translations. It is proposed that two posts at the General Service level (Other level) for bilingual typists be provided to assist in typing translations in both English and French.

150. One General Service (Other level) post is proposed for a Documents Control Assistant, reporting to the Chief, to assist in assigning and tracking the progress of the work.

151. It is also proposed that eight new Local level posts be provided for transcription of audio material in Kinyarwanda, particularly for the *Radio Télévision Libre Mille Collines* tapes, which are urgently needed to develop the case on the role of the media in the genocide. This work was financed from temporary assistance funds in 1998 and needs to be regularized in 1999.

Administrative Services Section, Kigali

152. The major development in 1998 was the delegation of authority to the Administrative Services Section for executing certain administrative actions. Full implementation of these measures still lag behind schedule owing to the difficulty in recruiting all the staff of the office and the departure of the Travel Officer.

153. Recruitment efforts continue while the section is reorganized with a view to enhancing its effectiveness. For instance, the P-2/1 Travel Officer post will be redeployed for an Associate Administrative Officer to oversee the General Services Unit, reporting directly to the Chief of the Section, and to assist in preparing the annual budget. The travel function

will be undertaken by a Travel Assistant supervised by the Associate Administrative Officer. The P-3 General Services post will be redeployed to the Finance Unit in order to provide an improved accounting of financial transactions at Kigali and to assist the Office of the Prosecutor in managing the operational funds, with a view to improving the timeliness of financial reports to Arusha.

New posts: 1 Field Service, 17 Local level

154. New posts are needed to strengthen the section in the following areas:

(a) One Local level post for a registry clerk in the General Services Unit;

(b) Eleven Local level posts in the Transport Unit for two mechanics, one attendant at the vehicle repair shop, one spare parts clerk, one assistant dispatcher and six drivers;

(c) One Field Service post in communications for a private branch exchange telephone technician;

(d) Three Local level posts for two switchboard operators and one billing clerk/secretary;

(e) Two Local level posts for the Information Technology/Management Information System, one for a User Support Assistant to strengthen the help desk and one hardware technician for the workshop.

Annex V

Status of implementation of the recommendations of the Office of Internal Oversight Services

1. The issues raised by the Office of Internal Oversight Services in its report as well as its recommendations were not fully concurred with by the Administration of the Tribunal. Dialogue continued throughout the year between the two offices, particularly concerning implementation of the recommendations. Information on the current status of implementation by the Tribunal of each recommendation is provided below:

2. **Recommendation CS97/134/001: The vacancies in both the Registry and the Office of the Prosecutor continue to affect the ability of the Tribunal to function as fully as the mandate requires and should be filled promptly with qualified staff. In the Registry, that should include the appointment of a Deputy Registrar and other courtroom personnel who are fully experienced in courtroom management. For the witness protection programme, it is recommended that the Registrar seek the assistance of Member States in identifying those with the unique and essential experience of protecting witnesses in criminal trials. Further, it is recommended that the Registry request the press officers at both Headquarters and the International Tribunal for the Former Yugoslavia to assist in defining the necessary press experience and skills in the selection of qualified staff.**

3. Following the delegation of authority for human resources matters in 1997, the Tribunal has been stepping up its recruitment efforts. The experience gained so far has been invaluable. One measure to improve on the process is to secure the transfer of an experienced human resources officer from Headquarters to the Tribunal to head the Recruitment Unit.

4. The successful candidate for Deputy Registrar began work in March 1998. Unfortunately, the post has become vacant owing to the death of the incumbent in September 1998. Regarding the witness protection programme, the assistance of a Member State was secured to provide expertise for a period of nine months from the end of the third quarter of 1997 to the end of the second quarter of 1998. The post for spokesman is under active recruitment. Candidates are being short listed and the selection will be made in September 1998.

5. **Recommendation CS97/134/002: It is recommended that the post of the Deputy Prosecutor be classified at the level of Assistant Secretary-General.**

6. Reclassification of the Deputy Prosecutor post is outside the scope of the administrative authority delegated to the Tribunal.

7. **Recommendation CS97/134/003: The Chief Financial Officer should be advised against future violations or other interference in the procurement process.**

8. The Tribunal disagreed with the interpretation of the facts surrounding the case involved. Documentation was provided to the Office of Internal Oversight Services in support of the situation described by the Tribunal.

9. **Recommendation CS97/134/004: The legal adviser to the Registrar, having been involved in the exchange of private funds with defence counsel, should be reassigned from his current function.**

10. The legal adviser has been the subject of an investigation by a panel established by the Registrar and the findings of the panel have fully exonerated him.

11. Recommendation CS97/134/005: The Finance Assistant whose termination was recommended in the prior report should be subject to appropriate administrative and disciplinary action.

12. The Finance Assistant has been the subject of an investigation by a panel established by the Registrar. The findings will be provided to the Registrar shortly.

13. Recommendation CS97/134/006: The operation and utilization of the $7 million should be regularized by the development and implementation of policies and procedures for the selection, evaluation and monitoring of projects and programmes that draw on those funds. Such procedures should be developed by the Registrar in consultation with the President of the Tribunal and the Prosecutor and approved by the Department of Management.

14. Implementation is in progress. The guidelines are under consultation with the President and the Prosecutor.

15. Recommendation CS97/134/007: The expenditure of defence counsel fees reached nearly $1 million for the first nine months of 1997 and will increase in 1998 substantially. Therefore it is recommended that guidelines be established promptly for reviewing and approving defence counsel invoices. In addition, the Registry should adopt the code of conduct for defence counsel devised by the International Tribunal for the Former Yugoslavia. It is further recommended that consideration be given to revising rule 44 of the Rules of Procedure and Evidence to require that defence counsel have relevant experience.

16. A panel of experts was convened by the Registrar to review the issues and make appropriate recommendations to the Registrar as regards the setting of equitable fees. In the meantime, the Registrar has established stricter guidelines for reviewing the work billed by counsel and the proposed travel by defence team members. A code of professional conduct for defence lawyers has been adopted by the Chambers upon the recommendation of the Registrar. Rule 44 of the Rules of Procedure and Evidence has been amended as recommended by the Office of Internal Oversight Services.

17. Recommendation CS97/134/008: It is essential that the Registry and the Office of the Prosecutor cooperate to ensure that the assets they have, including notably vehicles and computers, are properly apportioned and that their use is subject to appropriate management controls. In addition, for those purchases made through Headquarters, it is recommended that Headquarters keep to the schedules established for each step of the procurement process, from the solicitation of bids to the delivery of the merchandise and services. Further, the local Committee on Contracts, which in the view of the Office of Internal Oversight Services can provide meaningful procurement practices, should be expanded to include staff representatives of the other two functions and users, namely the Chambers and the Office of the Prosecutor.

18. Existing assets are apportioned on the basis of identified requirements. Where new acquisitions are needed, the Office of the Prosecutor is required to identify its functional needs. For instance, new scanning equipment was acquired for the Information and Evidence Support Section upon its establishment.

19. A new set of guidelines on transport equipment has been issued. By its terms of reference, a Vehicle Establishment and Assignment Committee has been approved by the Registrar, with a sub-group for Kigali, for the purpose of reviewing policies regarding the assignment of vehicles at both duty stations, establishing the total requirements of the Tribunal and reviewing other related policies on the use and care of vehicles.

20. Headquarters still continues to process all the procurement actions above the $200,000 threshold. The International Criminal Tribunal for Rwanda is taking steps to secure an adjustment to the existing threshold in order to be in a position to reduce the incidence of cases referred to Headquarters for action.

21. Composition of the local Committee on Contracts has been expanded upon completion of the 1997–1998 term of the local Committee on Contracts in September 1998.

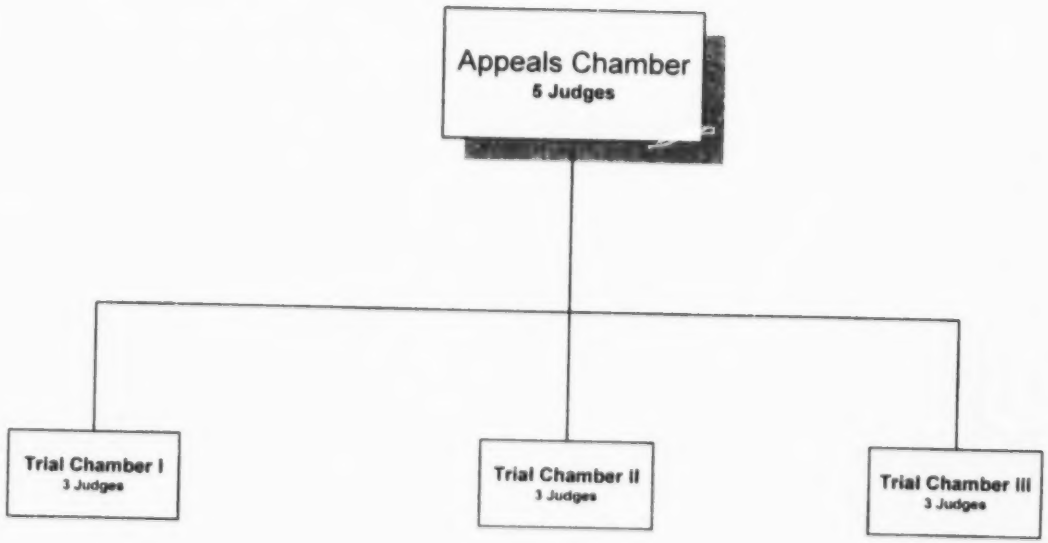
22. Recommendation CS97/134/009: It is recommended that, rather than spending the additional and substantial sums that would be required to make the existing facilities adequate, the Tribunal should consider the option of obtaining funding for a suitable facility in each of the host countries, which might include the sharing of space with other United Nations offices or, as appropriate, international organization offices.

23. The Tribunal has commissioned a study of its functional requirements for Arusha, with a set of recommendations for the construction of a new headquarters building or adaptation of the Kilimanjaro Wing at the Arusha International Conference Centre with a view to constructing the courtrooms at the north end of the Wing. The cost for the proposed construction is estimated at between $25 million to $35 million. It is necessary to secure substantial support to implement the proposals contained in the report. The time required to finish a project of such proportions will require innovative ideas for implementation within the mandate of the Tribunal.

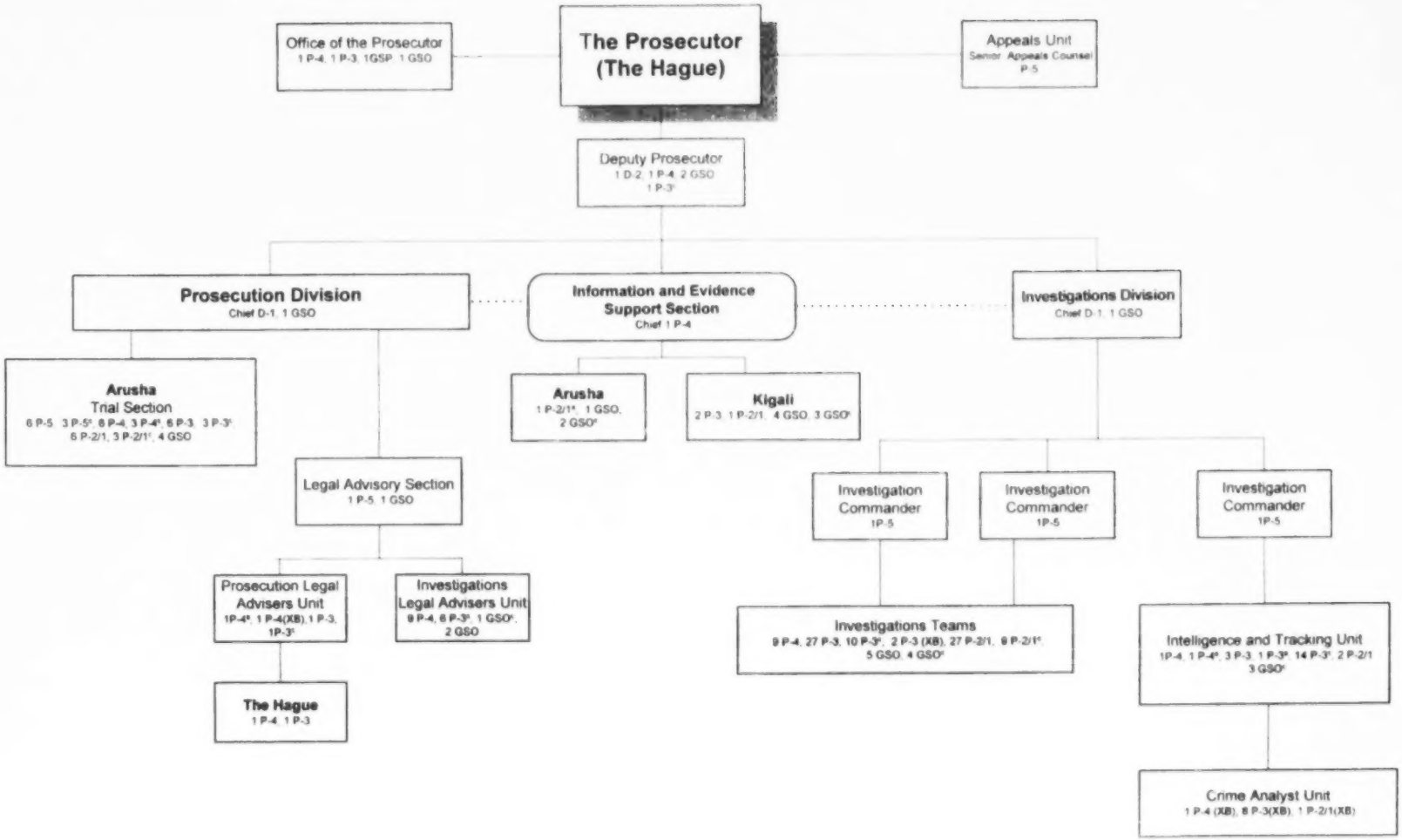
24. At Kigali, the Tribunal explored the possibility of leasing a new modern building which, however, was transferred to an owner-tenant by the host Government before the Tribunal could bid for the property. As the commercial options are very limited in Kigali, it is difficult to secure a property that meets the requirements of the Tribunal. The Administration will continue to seek for appropriate premises that offer confidentiality, security and comfort in the work place.

Annex VI
Organizational structure and post distribution of the International Criminal Tribunal for Rwanda

A. The Chambers

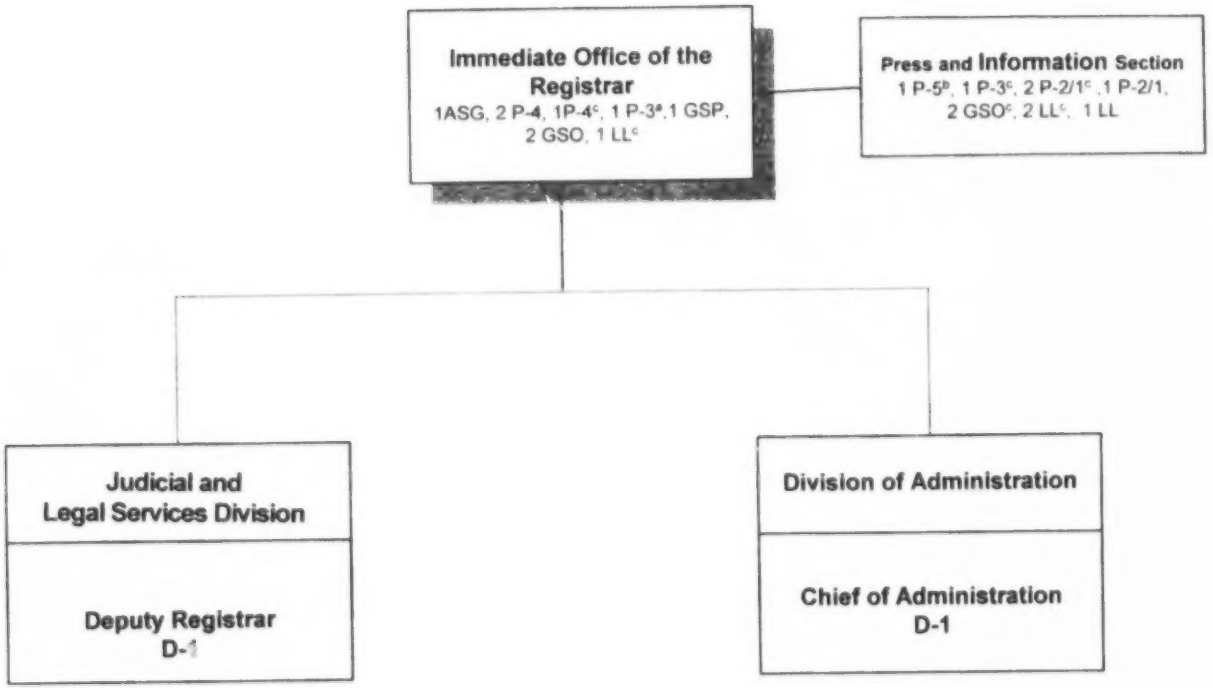


B. Office of the Prosecutor


Office of the Prosecutor
1 P-4, 1 P-3, 1GSP, 1 GSO
The Prosecutor (The Hague)
Appeals Unit
Senior Appeals Counsel
P-5
Deputy Prosecutor
1 D-2, 1 P-4, 2 GSO
1 P-3[c]
Prosecution Division
Chief D-1, 1 GSO
Information and Evidence Support Section
Chief 1 P-4
Investigations Division
Chief D-1, 1 GSO
Arusha
Trial Section
6 P-5, 3 P-5[a], 6 P-4, 3 P-4[a], 6 P-3, 3 P-3[c], 6 P-2/1, 3 P-2/1[c], 4 GSO
Arusha
1 P-2/1[a], 1 GSO, 2 GSO[c]
Kigali
2 P-3, 1 P-2/1, 4 GSO, 3 GSO[c]
Legal Advisory Section
1 P-5, 1 GSO
Investigation Commander
1P-5
Investigation Commander
1P-5
Investigation Commander
1P-5
Prosecution Legal Advisers Unit
1P-4[a], 1 P-4(XB), 1 P-3, 1P-3[c]
Investigations Legal Advisers Unit
9 P-4, 6 P-3[a], 1 GSO[a], 2 GSO
Investigations Teams
9 P-4, 27 P-3, 10 P-3[a], 2 P-3 (XB), 27 P-2/1, 9 P-2/1[a], 5 GSO, 4 GSO[c]
Intelligence and Tracking Unit
1P-4, 1 P-4[a], 3 P-3, 1 P-3[a], 14 P-3[c], 2 P-2/1, 3 GSO[c]
The Hague
1 P-4, 1 P-3
Crime Analyst Unit
1 P-4 (XB), 6 P-3(XB), 1 P-2/1(XB)

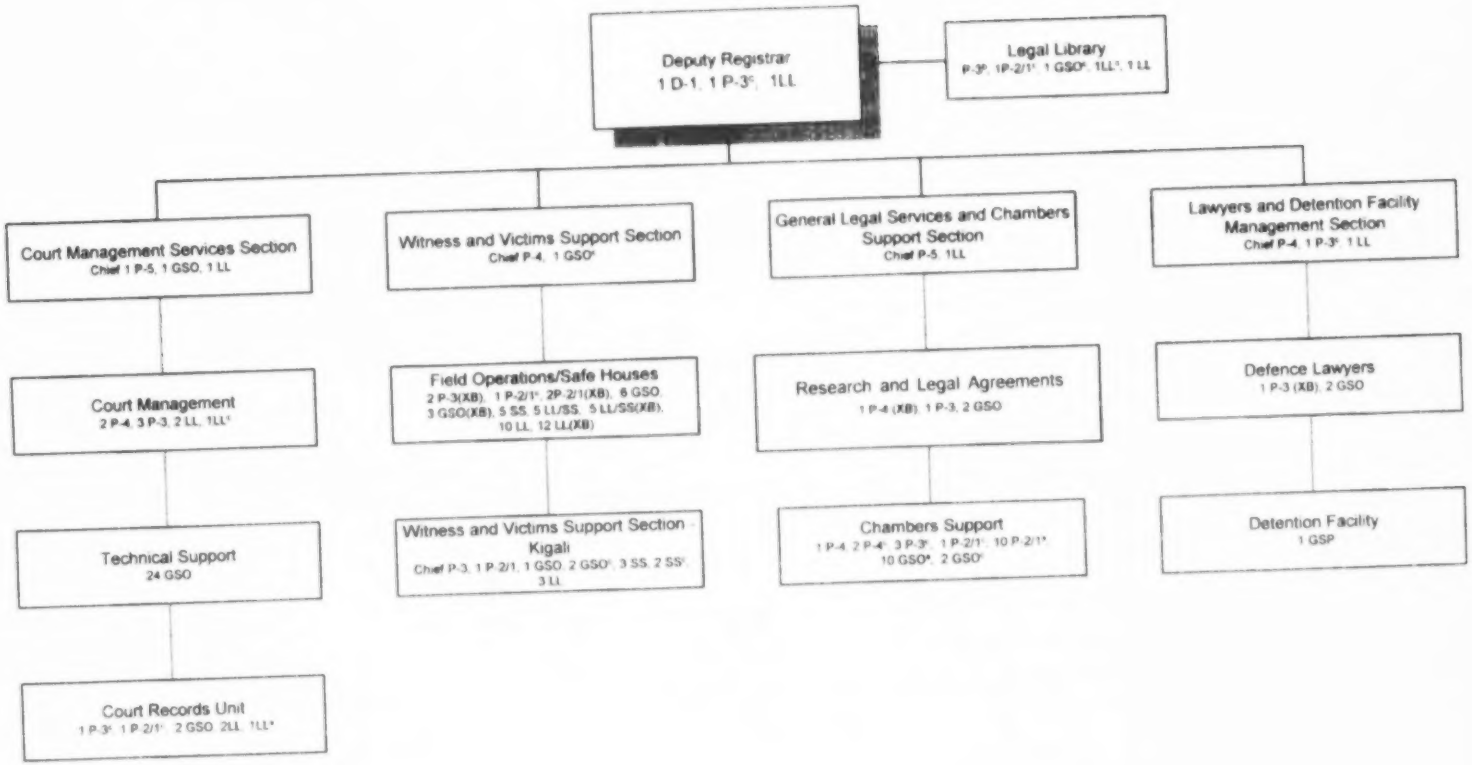
[a] Redeployed posts
[b] Reclassified posts
[c] New posts

C. The Registry


Immediate Office of the Registrar
1ASG, 2 P-4, 1P-4c, 1 P-3a,1 GSP, 2 GSO, 1 LLc
Press and Information Section
1 P-5b, 1 P-3c, 2 P-2/1c ,1 P-2/1, 2 GSOc, 2 LLc, 1 LL
Judicial and Legal Services Division
Deputy Registrar D-1
Division of Administration
Chief of Administration D-1

[a] Redeployed posts
[b] Reclassified posts
[c] New posts

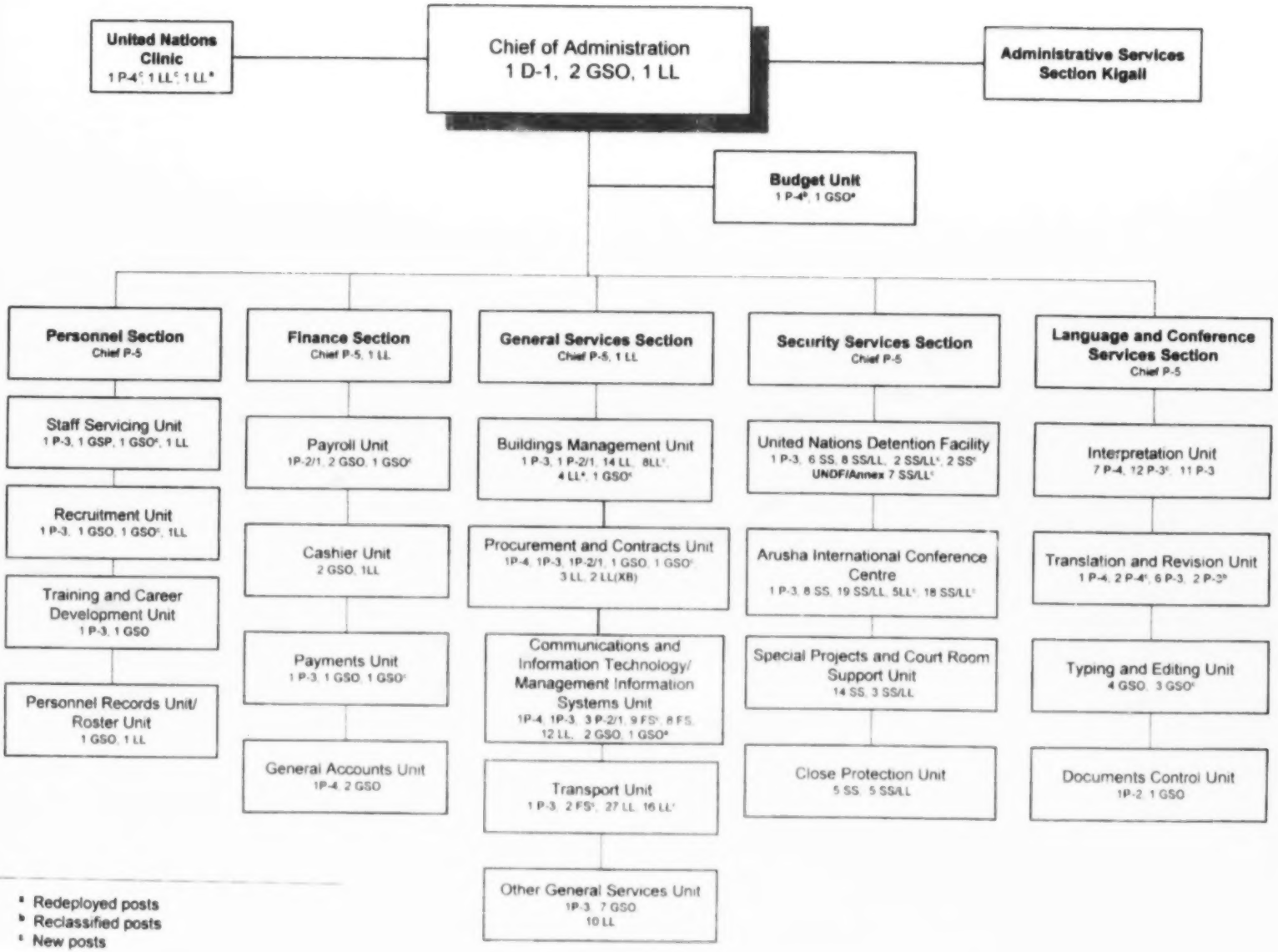
Judicial and Legal Services Division


Deputy Registrar
1 D-1, 1 P-3[c], 1LL
Legal Library
P-3[b], 1P-2/1[a], 1 GSO[a], 1LL[a], 1 LL
Court Management Services Section
Chief 1 P-5, 1 GSO, 1 LL
Witness and Victims Support Section
Chief P-4, 1 GSO[a]
General Legal Services and Chambers Support Section
Chief P-5, 1LL
Lawyers and Detention Facility Management Section
Chief P-4, 1 P-3[c], 1 LL
Court Management
2 P-4, 3 P-3, 2 LL, 1LL[c]
Field Operations/Safe Houses
2 P-3(XB), 1 P-2/1[c], 2P-2/1(XB), 6 GSO, 3 GSO(XB), 5 SS, 5 LL/SS, 5 LL/SS(XB), 10 LL, 12 LL(XB)
Research and Legal Agreements
1 P-4 (XB), 1 P-3, 2 GSO
Defence Lawyers
1 P-3 (XB), 2 GSO
Technical Support
24 GSO
Witness and Victims Support Section Kigali
Chief P-3, 1 P 2/1, 1 GSO, 2 GSO[c], 3 SS, 2 SS[c], 3 LL
Chambers Support
1 P-4, 2 P-4[c], 3 P-3[c], 1 P-2/1[c], 10 P-2/1[a], 10 GSO[a], 2 GSO[c]
Detention Facility
1 GSP
Court Records Unit
1 P-3[a], 1 P-2/1[c], 2 GSO, 2LL, 1LL[a]

[a] Redeployed posts
[b] Reclassified posts
[c] New posts

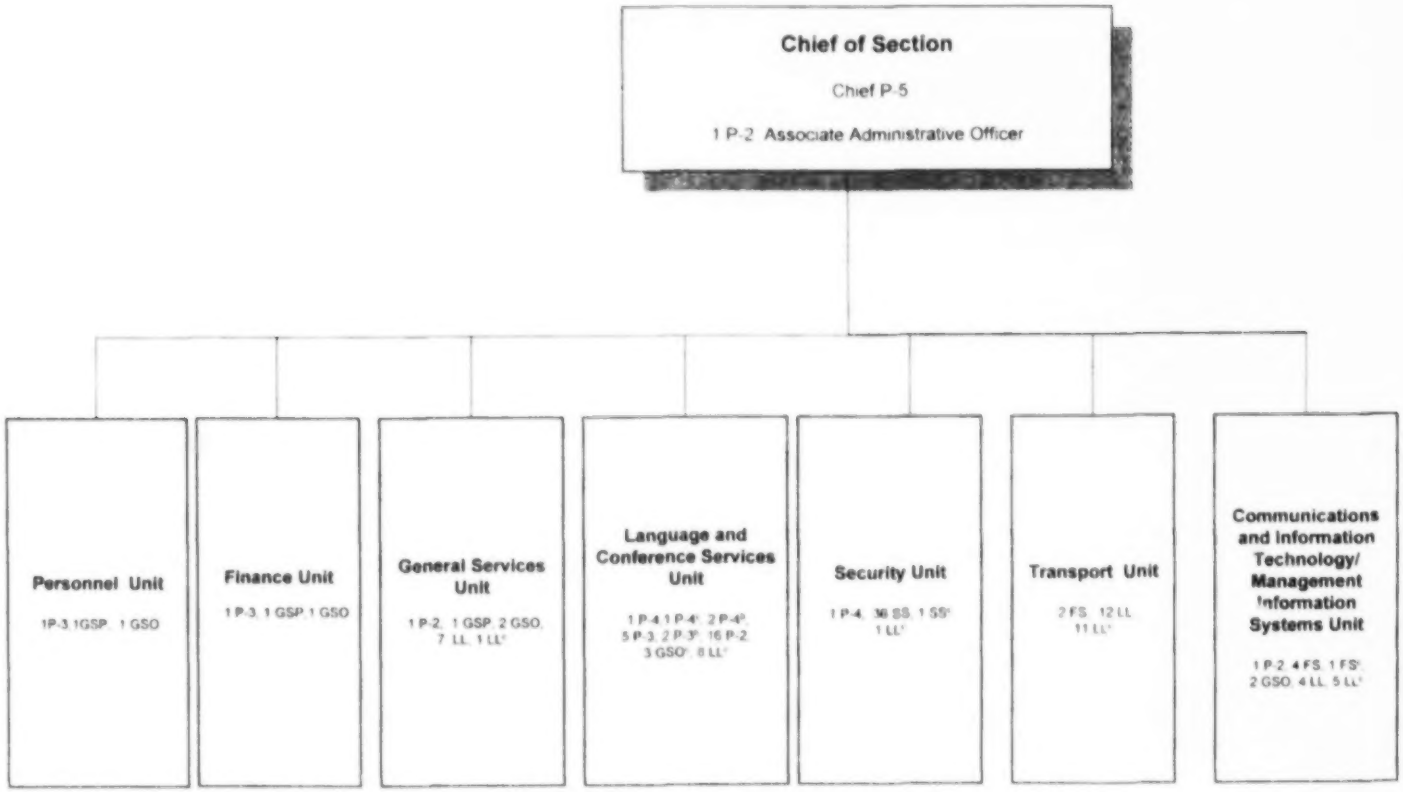
A/C.5/69/15

Division of Administration


United Nations Clinic
1 P-4[c], 1 LL[c], 1 LL[a]
Chief of Administration
1 D-1, 2 GSO, 1 LL
Administrative Services Section Kigali
Budget Unit
1 P-4[b], 1 GSO[a]
Personnel Section
Chief P-5
Staff Servicing Unit
1 P-3, 1 GSP, 1 GSO[c], 1 LL
Recruitment Unit
1 P-3, 1 GSO, 1 GSO[c], 1LL
Training and Career Development Unit
1 P-3, 1 GSO
Personnel Records Unit/ Roster Unit
1 GSO, 1 LL
Finance Section
Chief P-5, 1 LL
Payroll Unit
1P-2/1, 2 GSO, 1 GSO[c]
Cashier Unit
2 GSO, 1LL
Payments Unit
1 P-3, 1 GSO, 1 GSO[c]
General Accounts Unit
1P-4, 2 GSO
General Services Section
Chief P-5, 1 LL
Buildings Management Unit
1 P-3, 1 P-2/1, 14 LL, 8LL[c], 4 LL[a], 1 GSO[a]
Procurement and Contracts Unit
1P-4, 1P-3, 1P-2/1, 1 GSO, 1 GSO[c], 3 LL, 2 LL(XB)
Communications and Information Technology/ Management Information Systems Unit
1P-4, 1P-3, 3 P-2/1, 9 FS[c], 8 FS, 12 LL, 2 GSO, 1 GSO[a]
Transport Unit
1 P-3, 2 FS[c], 27 LL, 16 LL[c]
Other General Services Unit
1P-3, 7 GSO
10 LL
Security Services Section
Chief P-5
United Nations Detention Facility
1 P-3, 6 SS, 8 SS/LL, 2 SS/LL[a], 2 SS[c]
UNDF/Annex 7 SS/LL[c]
Arusha International Conference Centre
1 P-3, 8 SS, 19 SS/LL, 5LL[c], 18 SS/LL[c]
Special Projects and Court Room Support Unit
14 SS, 3 SS/LL
Close Protection Unit
5 SS, 5 SS/LL
Language and Conference Services Section
Chief P-5
Interpretation Unit
7 P-4, 12 P-3[c], 11 P-3
Translation and Revision Unit
1 P-4, 2 P-4[c], 6 P-3, 2 P-3[b]
Typing and Editing Unit
4 GSO, 3 GSO[c]
Documents Control Unit
1P-2, 1 GSO

[a] Redeployed posts
[b] Reclassified posts
[c] New posts

Administrative Services Section, Kigali


Chief of Section
Chief P-5
1 P-2 Associate Administrative Officer
Personnel Unit
1P-3 1GSP, 1 GSO
Finance Unit
1 P-3, 1 GSP 1 GSO
General Services Unit
1 P-2, 1 GSP, 2 GSO, 7 LL, 1 LL[c]
Language and Conference Services Unit
1 P-4 1 P-4[a], 2 P-4[b], 5 P-3, 2 P-3[b], 16 P-2, 3 GSO[c], 8 LL[c]
Security Unit
1 P-4, 36 SS, 1 SS[c] 1 LL[c]
Transport Unit
2 FS, 12 LL 11 LL[c]
Communications and Information Technology/ Management Information Systems Unit
1 P-2, 4 FS, 1 FS[c], 2 GSO, 4 LL, 5 LL[c]

[a] Redeployed posts
[b] Reclassified posts
[c] New posts